

**ADOPTED COPY**

*Authority Budget of:*

**ADOPTED COPY**

*Garfield Housing Authority*

State Filing Year

2018

*For the Period:*

*April 1, 2018*

*to*

*March 31, 2019*

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

Authority Web Address

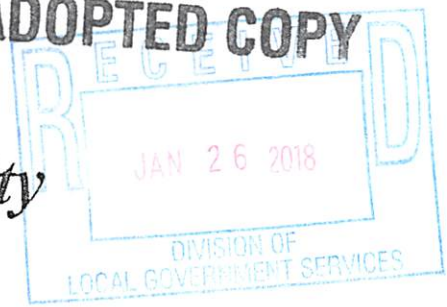
**ADOPTED COPY**

Department Of



Community  
Affairs

*Division of Local Government Services*



**2018 HOUSING AUTHORITY BUDGET**

**Certification Section**

2018

**GARFIELD HOUSING AUTHORITY**  
(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM APRIL 1, 2018 TO MARCH 31, 2019

*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. Gwert CPA, RMA Date: 3/1/2018

**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. Gwert CPA, RMA Date: 3/26/2018

8/1/2018

Paul D. West, CPA, RPA

8/20/2018

Paul D. West, CPA, RPA

# 2018 PREPARER'S CERTIFICATION

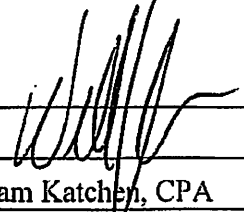
GARFIELD HOUSING AUTHORITY  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2018 TO:3/31/2019

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, CPA		
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	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

# 2018 APPROVAL CERTIFICATION

## GARFIELD HOUSING AUTHORITY

(Name)

## HOUSING AUTHORITY BUDGET

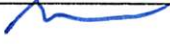
FISCAL  
YEAR:

FROM:4/1/2018

TO:3/31/2019

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 22 day of January,2018.

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:	70 Daniel P. Conte Court		
Phone Number:	973-340-4170	Fax Number:	973-773-7804
E-mail address	<a href="mailto:marty@garfieldhousing.org">marty@garfieldhousing.org</a>		

# INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying compliance

Martin Geisler

Title of Officer Certifying compliance

Executive Director

Signature

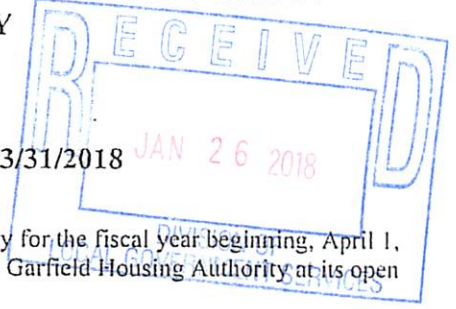



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2018-08

2018 HOUSING AUTHORITY BUDGET RESOLUTION  
GARFIELD HOUSING AUTHORITY  
(Name)



FISCAL YEAR: FROM:4/1/2018

TO:3/31/2018

WHEREAS, the Annual Budget and Capital Budget for the Garfield Housing Authority for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 has been presented before the governing body of the Garfield Housing Authority at its open public meeting of January 22, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,466,665, Total Appropriations, including any Accumulated Deficit if any, of \$ 3,601,460 and Total Unrestricted Net Position utilized of 134,795; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$575,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ \_\_\_\_\_ 0 \_\_\_\_\_; and

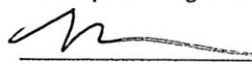
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Garfield Housing Authority, at an open public meeting held on January 22, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Garfield Housing Authority for the fiscal year beginning, 4/1/2018 and ending, 3/31/2019 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 Garfield Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 19, 2018.

  
(Secretary's Signature)

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

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
DABAL	✓			
RIBAUDO	✓			
SUSINO	✓			
GIACOMARO	✓			
BARCKETT	✓			
Puzio	✓			
Quiles	✓			



2018-14

## 2018 ADOPTION CERTIFICATION

### GARFIELD HOUSING AUTHORITY

(Name)

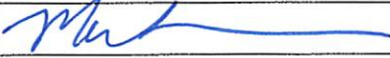
### HOUSING AUTHORITY BUDGET

FISCAL  
YEAR:

FROM:4/1/2018

TO:3/31/2019

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 19 day of, March, 2018.

Officer's Signature:			
Name:	Martin Geisler		
Title:	Executive Director		
Address:	70 Daniel P. Conte Court, Garfield, NJ 07026		
Phone Number:	973-340-4170	Fax Number:	973-7727804
E-mail address	<a href="mailto:marty@garfieldhousing.org">marty@garfieldhousing.org</a>		

2018-14

# 2018 ADOPTED BUDGET RESOLUTION

## GARFIELD HOUSING AUTHORITY

(Name)

## HOUSING AUTHORITY



FISCAL  
YEAR:

FROM:4/1/2018

TO:3/31/2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Garfield Housing Authority for the fiscal year beginning April 1, 2018 and ending, March 31, 2019 has been presented for adoption before the governing body of the Garfield Housing Authority at its open public meeting of March 19, 2018; 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 \$ 3,466,665, Total Appropriations, including any Accumulated Deficit, if any, of \$3,601,460 and Total Unrestricted Net Position utilized of \$134,795; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$575,000 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 19, 2018 that the Annual Budget and Capital Budget/Program of the Garfield Housing Authority for the fiscal year beginning, 4/1/2018 and, ending, 3/31/2019 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.

*Mark*  
(Secretary's Signature)

3/19/18  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
DABAL	✓			
RIBAUDO	✓			
SUSINO	✓			
GIACOMARRO				✓
BARCKETT	✓			
PUZIO	✓			
QUILES	✓			

*Motion  
Dabal  
Barckett*

**2018 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

**2018 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
GARFIELD HOUSING AUTHORITY  
(Name)**

**AUTHORITY BUDGET**

**FISCAL  
YEAR:**

**FROM:4/1/2018**

**TO:3/31/2019**

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 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 proposed budget is similar to the current year's with increases in excess utility income based on current actual, reduction in HUD subsidy based on formula resulting in lower budgeted utilities and higher budgeted rental income from tenants. In appropriations, administrative salaries are higher to provide for full-time versus part time bookkeeping staff, utility labor is higher based on increased proration of maintenance staff time.**

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 proposed budget has very little impact on the majority of revenue as tenant charges are based on HUD formula.**

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 and not expected to impact the proposed budget.**

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. **Unrestricted net position is expected to be utilized based on reduced HUD funding due to a negative proration and HUD's assumptions regarding utility expense and rental income projections.**

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.).

**Only annual PILOT.**

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 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 through staffing attrition will over the next few year's attempt to reduce  
the accumulated deficit principally caused by GASB # 68.

## HOUSING AUTHORITY CONTACT INFORMATION 2018

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

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

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

<b>Chief Executive Officer:</b>	Martin Geisler		
<b>Phone: (ext.)</b>	973-340-4170	<b>Fax:</b>	973-772-7804
<b>E-mail:</b>	<a href="mailto:marty@garfieldhousing.org">marty@garfieldhousing.org</a>		

<b>Chief Financial Officer:</b>	Martin Geisler		
<b>Phone: (ext.)</b>	973-340-4170	<b>Fax:</b>	973-772-7804
<b>E-mail:</b>	<a href="mailto:marty@garfieldhousing.org">marty@garfieldhousing.org</a>		

<b>Name of Auditor:</b>	Michael Maurice, CPS		
<b>Name of Firm:</b>	Polcari and Company		
<b>Address:</b>	2035 Hamburg Turnpike, Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	<a href="mailto:polcari@opronline.net">polcari@opronline.net</a>		



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## GARFIELD HOUSING AUTHORITY (Name)

FISCAL YEAR: FROM:4/1/2018 TO:3/31/2019

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 2016 or 2017) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 45
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: \$1,211,167
- 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, 2017 or 2018 deadline has passed 2017 or 2018) 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 Authority's procedures for all employees. 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:4/1/2018**

**TO:3/31/2019**

*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, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 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, 2018** to **Garfield Housing Authority** to **March 31, 2019**

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)		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
			Commissioner	Officer	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus									
1 Noel Quiles	Chairperson		X							\$ -	None					\$ -	
2 Edward Puzio	Vice Chairperson		X							0	NIPERS	Retired				0	
3 Edward Dabal	Commissioner		X							0	None					0	
4 Marie Barket	Commissioner		X							0	None					0	
5 Richard Giacomarro	Commissioner		X							0	NIPERS	Retired				0	
6 Rosemarie Ribaud	Commissioner		X							0	NIPERS	Retired				0	
7 Judith Susino	Commissioner		X							0	None					0	
8 Martin Geisler	Executive Director			X							Lodi	Judge				0	
9 Colleen Day	Ass't. Executive Director			X						0	None					0	
10										0						0	
11										0						0	
12										0						0	
13										0						0	
14										0						0	
15										0						0	
<b>Total:</b>																	

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

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## Schedule of Health Benefits - Detailed Cost Analysis

Garfield Housing Authority  
For the Period April 1, 2018 to March 31, 2019

	# 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)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	5	\$ 11,861	\$ 59,305	4	\$ 11,862	\$ 47,448	\$ 11,857	25.0%
Parent & Child	1	21,232	21,232			-	21,232	#DIV/0!
Employee & Spouse (or Partner)	2	23,722	47,444	2	23,722	47,444	-	0.0%
Family	6	33,093	198,558	6	33,093	198,558	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )			(13,119)			(11,161)	(1,958)	17.5%
<b>Subtotal</b>	<b>14</b>		<b>313,420</b>	<b>12</b>		<b>282,289</b>	<b>31,131</b>	<b>11.0%</b>
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!
<b>Subtotal</b>	<b>0</b>		<b>-</b>	<b>0</b>		<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	3	6,304	18,912	3	6,510	19,530	(618)	-3.2%
Parent & Child	1	21,818	21,818			-	21,818	#DIV/0!
Employee & Spouse (or Partner)	5	15,362	76,810	5	18,790	93,950	(17,140)	-18.2%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!
<b>Subtotal</b>	<b>9</b>		<b>117,540</b>	<b>8</b>		<b>113,480</b>	<b>4,060</b>	<b>3.6%</b>
<b>GRAND TOTAL</b>	<b>23</b>		<b>\$ 430,960</b>	<b>20</b>		<b>\$ 395,769</b>	<b>\$ 35,191</b>	<b>8.9%</b>

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

Yes  No

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

Yes  No

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

## Schedule of Accumulated Liability for Compensated Absences

Garfield Housing Authority  
 For the Period April 1, 2018 to March 31, 2019

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 listing		\$ 154,115		X	
Total liability for accumulated compensated absences at beginning of current year		\$ <u>154,115</u>			

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

Garfield Housing - Sick and Vacation Accrual 2017

	TOTAL SICK AND VACATION	TOTAL TAX	TOTAL SICK, VACATION AND TAXES	3/16/2016 diff	
<del>4110.00.CO</del>	\$47,608.47	\$4,760.85	\$52,369.32	41517.51	\$10,851.81
<del>4110.00.06</del>	\$2,086.22	\$208.62	\$2,294.84	3601.93	-\$1,307.09
<del>4110.00.13</del>	\$2,086.21	\$208.62	\$2,294.83	0	\$2,294.83
<del>4110.00.24</del>	\$2,086.22	\$208.62	\$2,294.84	6310.32	-\$4,015.48
<del>4210.00</del>	\$594.33	\$59.43	\$653.76	0	\$653.76
4410.00.06	\$21,280.47	\$2,128.05	\$23,408.52	19597.73	\$3,810.79
4410.00.13	\$39,276.89	\$3,927.69	\$43,204.58	41090.76	\$2,113.82
4410.00.24	\$25,024.78	\$2,502.48	\$27,527.26	24365.46	\$3,161.80
4460.00.06		\$0.00	\$0.00		\$0.00
4460.00.13		\$0.00	\$0.00		\$0.00
4460.00.24					\$0.00
	\$140,043.59	\$14,004.36	\$154,047.95	136483.71	\$17,564.24

H/540.

Schedule of Shared Service Agreements

For the Period April 1, 2018 to March 31, 2019  
Garfield Housing Authority

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

**2018 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**



## SUMMARY

Garfield Housing Authority  
For the Period April 1, 2018 to March 31, 2019

	<i>FY 2018 Proposed Budget</i>				<i>FY 2017 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>	
	<u>Public Housing Management</u>	<u>Section 8</u>	<u>Housing Voucher</u>	<u>Other Programs</u>	<u>Total All Operations</u>	<u>Total All Operations</u>	<u>All Operations</u>	<u>All Operations</u>
	<b>REVENUES</b>							
Total Operating Revenues	\$ 3,342,035	\$ -	\$ -	\$ 114,730	\$ 3,456,765	\$ 3,447,481	\$ 9,284	0.3%
Total Non-Operating Revenues	9,900	-	-	-	9,900	9,900	-	0.0%
<b>Total Anticipated Revenues</b>	<b>3,351,935</b>	<b>-</b>	<b>-</b>	<b>114,730</b>	<b>3,466,665</b>	<b>3,457,381</b>	<b>9,284</b>	<b>0.3%</b>
<b>APPROPRIATIONS</b>								
Total Administration	961,880	-	-	80,000	1,041,880	967,130	74,750	7.7%
Total Cost of Providing Services	2,524,850	-	-	34,730	2,559,580	2,566,920	(7,340)	-0.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>3,486,730</b>	<b>-</b>	<b>-</b>	<b>114,730</b>	<b>3,601,460</b>	<b>3,534,050</b>	<b>67,410</b>	<b>1.9%</b>
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
<b>Total Appropriations and Accumulated Deficit</b>	<b>3,486,730</b>	<b>-</b>	<b>-</b>	<b>114,730</b>	<b>3,601,460</b>	<b>3,534,050</b>	<b>67,410</b>	<b>1.9%</b>
Less: Total Unrestricted Net Position Utilized	134,795	-	-	-	134,795	76,669	58,126	75.8%
<b>Net Total Appropriations</b>	<b>3,351,935</b>	<b>-</b>	<b>-</b>	<b>114,730</b>	<b>3,466,665</b>	<b>3,457,381</b>	<b>9,284</b>	<b>0.3%</b>
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

## Revenue Schedule

Garfield Housing Authority  
 For the Period April 1, 2018 to March 31, 2019

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	2401770			2,401,770	2,317,560	84,210	3.6%
Excess Utilities	50100			50,100	35,860	14,240	39.7%
Non-Dwelling Rental				-	-	-	#DIV/0!
HUD Operating Subsidy	760165			760,165	850,091	(89,926)	-10.6%
New Construction - Acc Section 8				-	-	-	#DIV/0!
Voucher - Acc Housing Voucher				-	-	-	#DIV/0!
<b>Total Rental Fees</b>	<b>3,212,035</b>	<b>-</b>	<b>-</b>	<b>3,212,035</b>	<b>3,203,511</b>	<b>8,524</b>	<b>0.3%</b>
<i>Other Operating Revenues (List)</i>							
late charges and prorations	130000		114730	244,730	243,970	760	0.3%
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!
Type in (Grant, Other Rev)				-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>130,000</b>	<b>-</b>	<b>114,730</b>	<b>244,730</b>	<b>243,970</b>	<b>760</b>	<b>0.3%</b>
<b>Total Operating Revenues</b>	<b>3,342,035</b>	<b>-</b>	<b>114,730</b>	<b>3,456,765</b>	<b>3,447,481</b>	<b>9,284</b>	<b>0.3%</b>
<b>NON-OPERATING REVENUES</b>							
<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!
Type in				-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	9,900			9,900	9,900	-	0.0%
Penalties				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
<b>Total Interest</b>	<b>9,900</b>	<b>-</b>	<b>-</b>	<b>9,900</b>	<b>9,900</b>	<b>-</b>	<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>9,900</b>	<b>-</b>	<b>-</b>	<b>9,900</b>	<b>9,900</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,351,935</b>	<b>\$ -</b>	<b>\$ 114,730</b>	<b>\$ 3,466,665</b>	<b>\$ 3,457,381</b>	<b>\$ 9,284</b>	<b>0.3%</b>

## Prior Year Adopted Revenue Schedule

Garfield Housing Authority

*FY 2017 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	2,317,560				2,317,560
Excess Utilities	35,860				35,860
Non-Dwelling Rental					-
HUD Operating Subsidy	850,091				850,091
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
<b>Total Rental Fees</b>	<b>3,203,511</b>	-	-	-	<b>3,203,511</b>
<i>Other Revenue (List)</i>					
Late charges and proration	130,000			113,970	243,970
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)					-
Type in (Grant, Other Rev)					-
<b>Total Other Revenue</b>	<b>130,000</b>	-	-	<b>113,970</b>	<b>243,970</b>
<b>Total Operating Revenues</b>	<b>3,333,511</b>	-	-	<b>113,970</b>	<b>3,447,481</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	9,900				9,900
Penalties					-
Other					-
<b>Total Interest</b>	<b>9,900</b>	-	-	-	<b>9,900</b>
<b>Total Non-Operating Revenues</b>	<b>9,900</b>	-	-	-	<b>9,900</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,343,411</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,970</b>	<b>\$ 3,457,381</b>

## Appropriations Schedule

Garfield Housing Authority  
For the Period April 1, 2018 to March 31, 2019

	<b>FY 2018 Proposed Budget</b>				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs				Total All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	480,370			55,000	\$ 535,370	\$ 481,350	\$ 54,020	11.2%
Fringe Benefits	288,610			25,000	313,610	292,880	20,730	7.1%
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%
<b>Total Administration</b>	<b>961,880</b>			<b>80,000</b>	<b>1,041,880</b>	<b>967,130</b>	<b>74,750</b>	<b>7.7%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	24,000			34,730	58,730	57,970	760	1.3%
Salary & Wages - Maintenance & Operation	594,210				594,210	634,480	(40,270)	-6.3%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	48,250				48,250	40,250	8,000	19.9%
Fringe Benefits	432,920				432,920	401,820	31,100	7.7%
Tenant Services	11,400				11,400	11,400	-	0.0%
Utilities	543,010				543,010	571,870	(28,860)	-5.0%
Maintenance & Operation	516,000				516,000	506,000	10,000	2.0%
Protective Services					-	-	-	#DIV/0!
Insurance	140,000				140,000	140,000	-	0.0%
Payment in Lieu of Taxes (PILOT)	186,060				186,060	174,130	11,930	6.9%
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!
<b>Total Cost of Providing Services</b>	<b>2,524,850</b>			<b>34,730</b>	<b>2,559,580</b>	<b>2,566,920</b>	<b>(7,340)</b>	<b>-0.3%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>3,486,730</b>			<b>114,730</b>	<b>3,601,460</b>	<b>3,534,050</b>	<b>67,410</b>	<b>1.9%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>	<b>-</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATIONS</b>	<b>3,486,730</b>			<b>114,730</b>	<b>3,601,460</b>	<b>3,534,050</b>	<b>67,410</b>	<b>1.9%</b>
<b>ACCUMULATED DEFICIT</b>	<b>-</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>3,486,730</b>			<b>114,730</b>	<b>3,601,460</b>	<b>3,534,050</b>	<b>67,410</b>	<b>1.9%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other	134,795				134,795	76,669	58,126	75.8%
<b>Total Unrestricted Net Position Utilized</b>	<b>134,795</b>				<b>134,795</b>	<b>76,669</b>	<b>58,126</b>	<b>75.8%</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 3,351,935</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,730</b>	<b>\$ 3,466,665</b>	<b>\$ 3,457,381</b>	<b>\$ 9,284</b>	<b>0.3%</b>

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

5% of Total Operating Appropriations \$ 174,336.50 \$ - \$ - \$ 5,736.50 \$ 180,073.00

## Prior Year Adopted Appropriations Schedule

Garfield Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 426,350			\$ 55,000	\$ 481,350
Fringe Benefits	267,880			25,000	292,880
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	887,130	-	-	80,000	967,130
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	24,000			33,970	57,970
Salary & Wages - Maintenance & Operation	634,480				634,480
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	40,250				40,250
Fringe Benefits	401,820				401,820
Tenant Services	11,400				11,400
Utilities	571,870				571,870
Maintenance & Operation	506,000				506,000
Protective Services					-
Insurance	140,000				140,000
Payment in Lieu of Taxes (PILOT)	174,130				174,130
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	2,532,950	-	-	33,970	2,566,920
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	3,420,080	-	-	113,970	3,534,050
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	3,420,080	-	-	113,970	3,534,050
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,420,080	-	-	113,970	3,534,050
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other	76,669				76,669
Total Unrestricted Net Position Utilized	76,669	-	-	-	76,669
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,343,411	\$ -	\$ -	\$ 113,970	\$ 3,457,381

\* 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



## Debt Service Schedule - Principal

Garfield Housing Authority

If Authority has no debt X this box

X
---

*Fiscal Year Ending in*

	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
Type In Issue Name									\$ -
Type In Issue Name									-
Type In Issue Name									-
Type In Issue Name									-
<b>TOTAL PRINCIPAL</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>									-
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

## Debt Service Schedule - Interest

Garfield Housing Authority

If Authority has no debt X this box

X
---

	<i>Fiscal Year Ending in</i>							Total Interest Payments Outstanding	
	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023		Thereafter
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>									-
<b>NET INTEREST</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Net Position Reconciliation

Garfield Housing Authority  
For the Period April 1, 2018 to March 31, 2019

### *FY 2018 Proposed Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 7,181,356	\$ -	\$ -	\$ 11,072	\$ 7,192,428
Less: Invested in Capital Assets, Net of Related Debt (1)	9,494,410				9,494,410
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(2,313,054)	-	-	11,072	(2,301,982)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	3,351,517				3,351,517
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	832,258				832,258
Plus: Estimated Income (Loss) on Current Year Operations (2)	(76,669)				(76,669)
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>1,794,052</b>	<b>-</b>	<b>-</b>	<b>11,072</b>	<b>1,805,124</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	134,795	-	-	-	134,795
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	134,795	-	-	-	134,795
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<b>\$ 1,659,257</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,072</b>	<b>\$ 1,670,329</b>

(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      \$ 174,337    \$ -    \$ -    \$ 5,737    \$ 180,073

(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.

2018  
Garfield Housing  
Authority  
(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


**GARFIELD HOUSING AUTHORITY**  
(Name)

**FISCAL YEAR:**      **FROM:4/1/2018**                      **TO:3/31/2019**

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 Garfield Housing Authority, on the   22   day of January, 2018.

**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:	Martin Geisler		
Title:	Executive Director		
Address:	71 Daniel P. Conte Court, Garfield, NJ 07026		
Phone Number:	973-340-4170	Fax Number:	973-772-7804
E-mail address	<a href="mailto:marty@garfieldhousing.org">marty@garfieldhousing.org</a>		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## Garfield Housing Authority

(Name)

FISCAL  
YEAR:

FROM:4/1/2018

TO:3/31/2019

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?  
No.
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?  
No.
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?  
No.
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.  
No impact, based on HUD formula.
6. Have the projects been reviewed and approved by HUD?  
Yes.

*Add additional sheets if necessary.*

# Proposed Capital Budget

Garfield Housing Authority  
For the Period April 1, 2018 to March 31, 2019

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Operations	\$ 50,000				\$ 50,000
Administration	81,000				81,000
A\E Fees	27,000				27,000
Various Improvements	417,000				417,000
Total	575,000	-	-	-	575,000
<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	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 575,000</b>

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

# 5 Year Capital Improvement Plan

Garfield Housing Authority  
 For the Period April 1, 2018 to March 31, 2019

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<b>Public Housing Management</b>							
Operations	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Administration	486,000	81,000	81,000	81,000	81,000	81,000	81,000
A/E Fees	162,000	27,000	27,000	27,000	27,000	27,000	27,000
Various Improvements	2,502,000	417,000	417,000	417,000	417,000	417,000	417,000
<b>Total</b>	<b>3,450,000</b>	<b>575,000</b>	<b>575,000</b>	<b>575,000</b>	<b>575,000</b>	<b>575,000</b>	<b>575,000</b>
<b>Section 8</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	-
<b>Housing Voucher</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	-
<b>Other Programs</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,450,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>	<b>\$ 575,000</b>

*Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.*



## 5 Year Capital Improvement Plan Funding Sources

Garfield Housing Authority  
For the Period April 1, 2018 to March 31, 2019

	Estimated Total Cost	<i>Funding Sources</i>			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Operations	\$ 300,000				\$ 300,000
Administration	486,000				486,000
A\E Fees	162,000				162,000
Various Improvements	2,502,000				2,502,000
Total	<u>3,450,000</u>	-	-	-	3,450,000
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	<u>-</u>	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	<u>-</u>	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	<u>-</u>	-	-	-	-
<b>TOTAL</b>	<u><u>\$ 3,450,000</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,450,000</u></u>
Total 5 Year Plan per CB-4	<u><u>\$ 3,450,000</u></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.*