

Authority Budget of:

JAN 18 2019

Madison Housing Authority

State Filing Year

2019

APPROVED COPY

For the Period:

April 1, 2019

to

March 31, 2020

www.rosenet.org/gov/housing-authority

Authority Web Address

Department Of



Community
Affairs

Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

MADISON HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2019 TO March 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 3/12/2019

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2019 PREPARER'S CERTIFICATION

MADISON HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

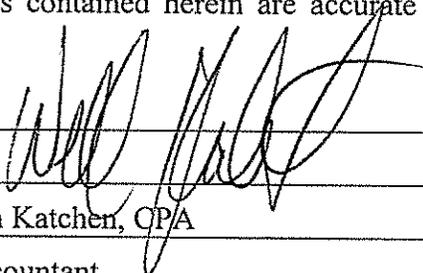
FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

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

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

2019 APPROVAL CERTIFICATION

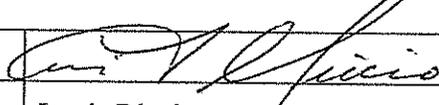
MADISON HOUSING AUTHORITY (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2019 TO:3/31/2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Madison Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15 day of January, 2019.

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

Officer's Signature:			
Name:	Louis Riccio		
Title:	Executive Director		
Address:	24 Central Avenue, Madison, NJ 07940		
Phone Number:	973-377-0258	Fax Number:	973-377-5237
E-mail address	lriccio@madisonha.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.rosenet.org/gov/housing-authority

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
- 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 (Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority)
- The complete (All Pages) annual audits (Not the Audit Synopsis) 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
- 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.

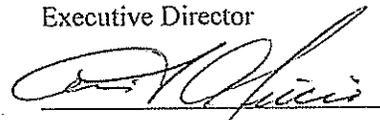
Name of Officer Certifying compliance

Louis Riccio

Title of Officer Certifying compliance

Executive Director

Signature



2019 HOUSING AUTHORITY BUDGET RESOLUTION
MADISON HOUSING AUTHORITY
 (Name)

FISCAL YEAR: FROM:4/1/2019 TO:3/31/2020

WHEREAS, the Annual Budget and Capital Budget for the Madison Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the governing body of the Madison Housing Authority at its open public meeting of January 15, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,713,104, Total Appropriations, including any Accumulated Deficit if any, of \$ 4,559,661 and Total Unrestricted Net Position utilized of _____ 0 _____; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$297,153 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ _____ 0 _____; and

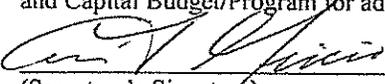
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Madison Housing Authority, at an open public meeting held on January 15, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Madison Housing Authority for the fiscal year beginning, 4/1/2019 and ending, 3/31/2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Madison Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 12, 2019.



 (Secretary's Signature)

1/16/2019

 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Bhatt	X			
Castano	X			
Chiarolanza	X			
DRISCOLL	X			
ELIAS	X			
Ruckelshaus	X			
Smith	X			

RESOLUTION

Board Meeting Date
1-15-19

of the

Date Submitted

MADISON HOUSING AUTHORITY

RESOLUTION NO. 19-15-1- 8

TITLE: **RESOLUTION INTRODUCING THE OPERATING BUDGET FOR FYE 3-31-2020.**

Factual Contents Certified to by:

Budget Authorization Certified

to by: _____

Commissioner Driscoll Submitted the following Resolution:

WHEREAS, it is required by the Annual Contributions Contract between the U.S. Department of Housing and Urban Development and the Housing Authority of the Borough of Madison and the State of New Jersey that an annual budget be submitted for their approval; and

WHEREAS, the proposed expenditures are necessary for the efficient and economical operation of the housing authority for the purpose of serving low income families; and

WHEREAS, the financial plan is reasonable in that 1) it indicates a source of funding adequate to cover all proposed expenditures, 2) it does not provide for use of federal funding in excess of that payable under the provisions of these regulations; and

WHEREAS, all multi-year contracts are approved and continued; and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF MADISON:

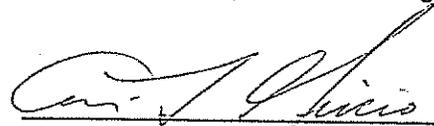
1. That the attached Operating Budget be hereby introduced.
2. That the attached Operating Budget will be submitted to the State of New Jersey for their approval.
3. That this Resolution shall take effect immediately.

Commissioner Smith seconded the motion.

X – Indicates Vote		A.B. – Absent			N.V. – Not Voting				
RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIONER	AYE	NAY	N.V.	A.B.	COMMISSIONER	AYE	NAY	N.V.	A.B.
Bhatt	X				Ruckelshaus	X			x
Castano	X				Smith	X			
Chiarolanza	X								
Driscoll	X								
Elias	X								

I Hereby Certify that the above Resolution was adopted at a Commissioners Meeting of the Housing Authority on

1/15/2019


Secretary/ Executive Director

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

MADISON HOUSING AUTHORITY
(Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). See Attached.
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. Service charges (tenant rents) are principally based on formula established by HUD. It is not anticipated that the proposed budget will have any impact on the payments made by tenants.
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. The proposed budget does not anticipate the use of unrestricted net position.
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, except for the annual PILOT payment.
6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68, 45) The proposed budget anticipates a surplus in operations that will reduce the accumulated deficit balance.

MADISON HOUSING AUTHORITY

2019 NEW JERSEY BUDGET

PAGE N-1, QUESTION 1

Revenue:

- 1.) HUD operating subsidy is anticipated HAP payments based on the December payments register.

HOUSING AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	Madison Housing Authority		
Federal ID Number:	22-3625195		
Address:	24 Central Avenue		
City, State, Zip:	Madison	NJ	07940
Phone: (ext.)	973-377-0258	Fax:	973-377-5237

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

Chief Executive Officer:	Louis Riccio		
Phone: (ext.)	973-377-0258	Fax:	973-377-5237
E-mail:	lriccio@madisonha.com		

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

Name of Auditor:	Richard Larsen, CPA		
Name of Firm:	Novogradac and Company		
Address:	1433 Hooper Avenue, Suite 329		
City, State, Zip:	Toms River	NJ	08753
Phone: (ext.)	732-503-4257	Fax:	732
E-mail:	richlarsen@novoco.com		

- 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. Annual review and action by Board of Commissioners.*
- 11) Did the Authority pay for meals or catering during the current fiscal year? No Yes *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No Yes *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- First class or charter travel No Yes
 - Travel for companions No Yes
 - Tax indemnification and gross-up payments No Yes
 - Discretionary spending account No Yes
 - Housing allowance or residence for personal use No Yes
 - Payments for business use of personal residence No Yes
 - Vehicle/auto allowance or vehicle for personal use No Yes
 - Health or social club dues or initiation fees No Yes
 - Personal services (i.e.: maid, chauffeur, chef) No Yes
- 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 No *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 Yes *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 Yes *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 No Yes *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No Yes *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 Yes *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 Yes *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
MADISON HOUSING AUTHORITY**

(Name)

**FISCAL
YEAR:**

FROM:4/1/2019

TO:3/31/2020

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 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, 2019 to Madison Housing Authority March 31, 2020
 Replicable Compensation from Authority (W-2/ 1099)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Name	Title	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Average Hours per Week Dedicated to Position	Base Salary/ Stipend	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	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			
1	Lois Bhatt	Chairperson	X										None			0			
2	Gregory Castano	Commissioner	X										None			0			
3	Diane Driscoll	Commissioner	X										None			0			
4	Jeffrey Smith	Commissioner	X										None			0			
5	Mark Chiarolanza	Commissioner	X										None			0			
6	Gary Ruckelshaus	Commissioner	X										None			0			
7	Louis Riccio	Executive Director		X				216,530	32,480		32,480	249,010	None			249,010			
8	Tanya Van Order	Ass't. Exec. Dir.		X				116,978	38,602		38,602	155,580	None			155,580			
9													None			0			
10													None			0			
11													None			0			
12													None			0			
13													None			0			
14													None			0			
15													None			0			
									#####	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total:												71,082	404,590				404,590		

(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

Madison Housing Authority
 For the Period April 1, 2019 to March 31, 2020

	Annual Cost		Total Cost Estimate	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Employee Proposed Budget						
Active Employees - Health Benefits - Annual Cost								
Single Coverage			\$ -			\$ -		#DIV/0!
Parent & Child	1	23,106	23,106	1	22,230	22,230	876	3.9%
Employee & Spouse (or Partner)	3	25,513	76,539	3	24,547	73,641	2,898	3.9%
Family	2	35,798	71,596	2	34,441	68,882	2,714	3.9%
Employee Cost Sharing Contribution (enter as negative -)			(7,900)			(7,740)	(160)	2.1%
Subtotal	6		163,341	6		157,013	6,328	4.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-		#DIV/0!
Parent & Child			-			-		#DIV/0!
Employee & Spouse (or Partner)			-			-		#DIV/0!
Family			-			-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			-			-		#DIV/0!
Subtotal	0			0				#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage								2.0%
Parent & Child	3	6,765	20,295	3	6,632	19,896	399	#DIV/0!
Employee & Spouse (or Partner)			-			-		#DIV/0!
Family			-			-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	3		20,295	3		19,896	399	2.0%
GRAND TOTAL	9		\$ 183,636	9		\$ 176,909	\$ 6,727	3.8%

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

Garfield Housing - Compensated Absences as of 3/31/2018

Name	G/L Code	Vacation	Sick	Sick Days Payable @50%	Daily Rate	VACATION	Sick	Combined Sick & Vacation
Day, Colleen	4110.00.CO	57	74	\$15,000.00	\$409.09	\$23,318.13	\$15,000.00	\$38,318.13
Flore, Margaret	4110.00.CO	7	12	\$1,257.42	\$209.57	\$1,466.99	\$1,257.42	\$2,724.41
Geisler, Martin	4110.00.CO	0	0	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Mannuzza, Rhonda	4110.00.Split	0	14	\$1,107.61	\$158.23	\$0.00	\$1,107.61	\$1,107.61
McKay, Taylor	4210.00	0	3	\$225.03	\$150.02	\$0.00	\$225.03	\$225.03
Rutz, Jacqueline	4110.00.CO	2	5	\$461.55	\$184.62	\$369.24	\$461.55	\$830.79
Warbel, Lori	4110.00.Split	0	39	\$3,256.70	\$167.01	\$0.00	\$3,256.70	\$3,256.70
Belfiorato, Robert	4410.00.Split	12	144	\$15,000.00	\$330.93	\$3,971.16	\$15,000.00	\$18,971.16
Benigno, Nicholas	4410.00.Split	0	30	\$2,111.55	\$140.77	\$0.00	\$2,111.55	\$2,111.55
Cillento, John	4410.00.13	8	88	\$10,421.01	\$234.18	\$1,873.44	\$10,421.01	\$12,294.45
Fuduli, Mark	4410.00.Split	0	24	\$1,689.24	\$140.77	\$0.00	\$1,689.24	\$1,689.24
Morales, Aisenio	4410.00.24	0	4	\$412.04	\$206.02	\$0.00	\$412.04	\$412.04
Stepien, Edward	4410.00.24	0	8	\$563.08	\$140.77	\$0.00	\$563.08	\$563.08
Stewart, Glenn	4410.00.06	1	63	\$7,053.48	\$223.92	\$223.92	\$7,053.48	\$7,277.40
Velardi, Salvatore	4410.00.13	0	129	\$11,860.91	\$183.89	\$0.00	\$11,860.91	\$11,860.91
Payroll taxes (used 10%)		57	636	\$85,419.61	\$0.00	\$31,222.88	\$65,419.61	\$116,642.49

3/31/2018	3/31/2017 difference
\$62,560.66	\$9,537.58
\$1,600.25	-\$24,103.11
\$1,600.25	\$45,499.41
\$1,600.25	-\$28,221.85
\$247.53	\$247.53
\$16,354.86	\$16,354.86
\$34,920.61	\$34,920.61
\$9,422.35	\$9,422.35
\$128,306.75	-\$25,741.20
	\$154,047.95

\$11,864.25
 \$128,306.74
 diff 128,373.
 plus 322/354
 PAVE (38,318) NOTE
 90,055
 finished FDS

NOTE: payroll was recorded on 3/31/18 and listed as a reconciling item on the bank rec. This includes compens payout.

✓ - agreed to budget.
 re - recalculated
 b - footed
 i - immaterial to pursue.

CC
4/4
1/13/18

PPA

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Madison Housing Authority
 For the Period April 1, 2019 to March 31, 2020

	FY 2019 Proposed Budget				FY 2018 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		
REVENUES								
Total Operating Revenues	\$ 1,388,734	\$ -	\$ 2,975,000	\$ 348,050	\$ 4,711,784	\$ 4,452,668	\$ 259,116	5.8%
Total Non-Operating Revenues	1,320	-	-	1,320	1,320	-	-	0.0%
Total Anticipated Revenues	1,390,054	-	2,975,000	348,050	4,713,104	4,453,988	259,116	5.8%
APPROPRIATIONS								
Total Administration	527,930	-	238,740	287,000	1,053,670	1,019,980	33,690	3.3%
Total Cost of Providing Services	583,441	-	2,706,000	61,050	3,350,491	3,139,320	211,171	6.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	57,373	55,368	2,005	3.6%
Total Operating Appropriations	1,111,371	-	2,944,740	348,050	4,461,534	4,214,668	246,866	5.9%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	39,927	41,932	(2,005)	-4.8%
Total Other Non-Operating Appropriations	58,200	-	-	58,200	58,200	-	-	0.0%
Total Non-Operating Appropriations	58,200	-	-	98,127	100,132	(2,005)	(2,005)	-2.0%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,169,571	-	2,944,740	348,050	4,559,661	4,314,800	244,861	5.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,169,571	-	2,944,740	348,050	4,559,661	4,314,800	244,861	5.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 220,483	\$ -	\$ 30,260	\$ -	\$ 153,443	\$ 139,188	\$ 14,255	10.2%

Prior Year Adopted Revenue Schedule

Madison Housing Authority

FY 2018 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	925,770				925,770
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	342,948				342,948
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,775,520		2,775,520
Total Rental Fees	1,268,718	-	2,775,520	-	4,044,238
<i>Other Revenue (List)</i>					
Cell phone antenna, late charges, comm.	57670				57,670
Charges to other programs				350,760	350,760
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	57,670	-	-	350,760	408,430
Total Operating Revenues	1,326,388	-	2,775,520	350,760	4,452,668
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	1,320				1,320
Penalties					-
Other					-
Total Interest	1,320	-	-	-	1,320
Total Non-Operating Revenues	1,320	-	-	-	1,320
TOTAL ANTICIPATED REVENUES	\$ 1,327,708	\$ -	\$ 2,775,520	\$ 350,760	\$ 4,453,988

Appropriations Schedule

Madison Housing Authority
For the Period April 1, 2019 to March 31, 2020

	FY 2019 Proposed Budget				FY 2018 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
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	239,850		150,070	197,000	\$ 586,920	\$ 578,260	\$ 8,660	1.5%
Fringe Benefits	153,850		74,200	90,000	318,050	294,220	23,830	8.1%
Legal	24,750		2,750		27,500	27,500	-	0.0%
Staff Training	9,000		1,000		10,000	10,000	-	0.0%
Travel	1,800		200		2,000	2,000	-	0.0%
Accounting Fees	22,680		2,520		25,200	24,000	1,200	5.0%
Auditing Fees	7,000		3,000		10,000	10,000	-	0.0%
Miscellaneous Administration*	69,000		5,000		74,000	74,000	-	0.0%
Total Administration	527,930	-	238,740	287,000	1,053,670	1,019,980	33,690	3.3%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	82,410			42,550	124,960	131,440	(6,480)	-4.9%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	20,000				20,000	20,000	-	0.0%
Fringe Benefits	37,360			12,500	49,860	45,500	4,360	9.6%
Tenant Services	3,500				3,500	3,500	-	0.0%
Utilities	139,401				139,401	127,000	12,401	9.8%
Maintenance & Operation	161,000				161,000	161,000	-	0.0%
Protective Services					-	-	-	#DIV/0!
Insurance	53,000		6,000	6,000	65,000	65,000	-	0.0%
Payment in Lieu of Taxes (PILOT)	78,770				78,770	77,880	890	1.1%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	8,000				8,000	8,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents			2,700,000		2,700,000	2,500,000	200,000	8.0%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	583,441	-	2,706,000	61,050	3,350,491	3,139,320	211,171	6.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	57,373	55,368	2,005	3.6%
Total Operating Appropriations	1,111,371	-	2,944,740	348,050	4,461,534	4,214,668	246,866	5.9%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	39,927	41,932	(2,005)	-4.8%
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve	58,200				58,200	58,200	-	0.0%
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	58,200	-	-	-	98,127	100,132	(2,005)	-2.0%
TOTAL APPROPRIATIONS	1,169,571	-	2,944,740	348,050	4,559,661	4,314,800	244,861	5.7%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,169,571	-	2,944,740	348,050	4,559,661	4,314,800	244,861	5.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	-	-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 1,169,571	\$ -	\$ 2,944,740	\$ 348,050	\$ 4,559,661	\$ 4,314,800	\$ 244,861	5.7%

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

5% of Total Operating Appropriations \$ 55,568.55 \$ - \$ 147,237.00 \$ 17,402.50 \$ 223,076.70

Prior Year Adopted Appropriations Schedule

Madison Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 239,270		\$ 145,550	\$ 193,440	\$ 578,260
Fringe Benefits	146,720		65,000	82,500	294,220
Legal	24,750		2,750		27,500
Staff Training	9,000		1,000		10,000
Travel	1,800		200		2,000
Accounting Fees	21,600		2,400		24,000
Auditing Fees	7,000		3,000		10,000
Miscellaneous Administration*	69,000		5,000		74,000
Total Administration	519,140	-	224,900	275,940	1,019,980
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	62,620			68,820	131,440
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	20,000				20,000
Fringe Benefits	45,500				45,500
Tenant Services	3,500				3,500
Utilities	127,000				127,000
Maintenance & Operation	161,000				161,000
Protective Services					-
Insurance	53,000		6,000	6,000	65,000
Payment in Lieu of Taxes (PILOT)	77,880				77,880
Terminal Leave Payments					-
Collection Losses	8,000				8,000
Other General Expense					-
Rents			2,500,000		2,500,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	558,500	-	2,506,000	74,820	3,139,320
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	55,368
Total Operating Appropriations	1,077,640	-	2,730,900	350,760	4,214,668
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	41,932
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	58,200				58,200
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	58,200	-	-	-	100,132
TOTAL APPROPRIATIONS	1,135,840	-	2,730,900	350,760	4,314,800
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,135,840	-	2,730,900	350,760	4,314,800
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,135,840	\$ -	\$ 2,730,900	\$ 350,760	\$ 4,314,800

* 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	\$ 53,882.00	\$ -	\$ 136,545.00	\$ 17,538.00	\$ 210,733.40
--------------------------------------	--------------	------	---------------	--------------	---------------

Debt Service Schedule - Principal

Madison Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in							Total Principal Outstanding	
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024		Thereafter
RAD Mortgage	\$ 55,368	\$ 57,373	\$ 58,824	\$ 60,311	\$ 61,837	\$ 62,711	\$ 64,411	\$ 1,259,044	\$ 1,624,511
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	55,368	57,373	58,824	60,311	61,837	62,711	64,411	1,259,044	1,624,511
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$ 55,368	\$ 57,373	\$ 58,824	\$ 60,311	\$ 61,837	\$ 62,711	\$ 64,411	\$ 1,259,044	\$ 1,624,511

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

	Moody's	Standard & Poor's
Bond Rating	N/A	N/A
Year of Last Rating		
If no Rating type in Not Applicable		

Debt Service Schedule - Interest

Madison Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2019	2020	2021	2022	2023	2024		
RAD Mortgage Type in Issue Name	41,932	38,476	36,989	35,463	34,589	32,889	270,265	488,598
Type in Issue Name	41,932	38,476	36,989	35,463	34,589	32,889	270,265	488,598
Type in Issue Name	41,932	38,476	36,989	35,463	34,589	32,889	270,265	488,598
TOTAL INTEREST	\$ 41,932	\$ 38,476	\$ 36,989	\$ 35,463	\$ 34,589	\$ 32,889	\$ 270,265	\$ 488,598
LESS: HUD SUBSIDY								
NET INTEREST	\$ 41,932	\$ 38,476	\$ 36,989	\$ 35,463	\$ 34,589	\$ 32,889	\$ 270,265	\$ 488,598

Net Position Reconciliation

Madison Housing Authority
 For the Period April 1, 2019 to March 31, 2020

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 3,672,880	\$ -	\$ (416,488)	\$ -	\$ 3,256,392
Less: Restricted for Debt Service Reserve (1)	3,818,748				3,818,748
Less: Other Restricted Net Position (1)	263,663		64,793		328,456
Total Unrestricted Net Position (1)	(409,531)	-	(481,281)	-	(890,812)
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	1,676,173		512,353		2,188,526
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					
Plus: Estimated Income (Loss) on Current Year Operations (2)	94,568		44,620		139,188
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,361,210	-	75,692	-	1,436,902
Unrestricted Net Position Utilized to Balance Proposed Budget					
Unrestricted Net Position Utilized in Proposed Capital Budget					
Appropriation to Municipality/County (3)					
Total Unrestricted Net Position Utilized in Proposed Budget					
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 1,361,210	\$ -	\$ 75,692	\$ -	\$ 1,436,902

- (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 \$ 55,569 \$ - \$ 148,237 \$ 17,403 \$ 224,077
- (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.

2019
Madison Housing
Authority
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

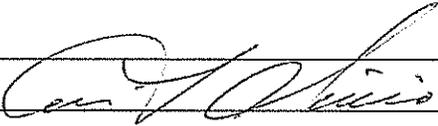
MADISON HOUSING AUTHORITY
(Name)

FISCAL YEAR: FROM:4/1/2019 TO:3/31/2020

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Madison Housing Authority, on the 15 day of January, 2019.

OR

It is hereby certified that the governing body of the _____ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Louis Riccio		
Title:	Executive Director		
Address:	24 Central Avenue, Madison, NJ 07940		
Phone Number:	973-377-0258	Fax Number:	973-377-5237
E-mail address	lriccio@madisonha.com		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Madison Housing Authority (Name)

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
Yes.
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?
Yes.
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?
Yes.
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.
No.
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.
No impact, tenant charges are based on HUD formula.
6. Have the projects been reviewed and approved by HUD?
Yes.

Add additional sheets if necessary.

Proposed Capital Budget

Madison Housing Authority
 For the Period April 1, 2019 to March 31, 2020

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Public Housing Management</i>					
Various Projects	\$ 297,153	\$ 297,153			
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	297,153	-	297,153	-	-
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 297,153	\$ -	\$ 297,153	\$ -	\$ -

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

Madison Housing Authority
 For the Period April 1, 2019 to March 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
Public Housing Management							
Various Projects	\$ 572,153	\$ 297,153	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	572,153	297,153	55,000	55,000	55,000	55,000	55,000
Section 8							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 572,153	\$ 297,153	\$ 55,000				

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

Madison Housing Authority
 For the Period April 1, 2019 to March 31, 2020

	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>						
Various Projects	\$ 572,153	\$ 572,153				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	572,153	-	572,153	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 572,153	\$ -	\$ 572,153	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 572,153					
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.

Board Resolution Approving the AMP Budgets
PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026 Approving
(exp. 10/31/2009)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Madison Housing Authority

PHA Code: NJ105

PHA Fiscal Year Beginning: 4/1/2019

Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budgets (for COCC and all Projects) approved by Board resolution on:

1/15/2019

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairman's Name:	Signature: 	Date: <u>1/16/2019</u>
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Operating Budget

OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending	
[X] Original [] Revision No. :		MARCH 31, 2020	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership	
MADISON HOUSING AUTHORITY			
f. Address (city, State, zip code)			

g. ACC Number		h. PAS/LOCCS Project No.	
NY-1004		NJ105-001	
i. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects	
132	1,508		

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Homebuyers Monthly Payments for:						
010	7710	Operating Expenses				
020	7712	Earned Home Payments Account				
030	7714	Nonroutine Maintenance Reserves				
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)				
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
Operating Receipts						
070	3110	Dwelling Rentals	\$588.99	\$947.100		
080	3120	Excess Utilities	\$0.00	\$0		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$588.99	\$947,100		
110	3610	Interest on General Fund Investments	\$0.82	\$1,320		
120	3690	Other Operating Receipts	\$35.86	\$57,670		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$625.67	\$1,006,090		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$149.16	\$239,850		
150	4130	Legal Expense	\$15.39	\$24,750		
160	4140	Staff Training	\$5.60	\$9,000		
170	4150	Travel	\$1.12	\$1,800		
180	4170	Accounting Fees	\$14.10	\$22,680		
190	4171	Auditing Fees	\$4.35	\$7,000		
200	4190	Other Administrative Expenses	\$42.91	\$69,000		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$232.63	\$374,080		
Tenant Services:						
220	4210	Salaries	\$0.00	\$0		
230	4220	Recreation, Publications and Other Services	\$2.18	\$3,500		
240	4230	Contract Costs, Training and Other	\$0.00	\$0		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$2.18	\$3,500		
Utilities:						
260	4310	Water	\$5.97	\$9,600		
270	4320	Electricity	\$34.70	\$55,800		
280	4330	Gas	\$35.26	\$56,700		
290	4340	Fuel	\$0.00	\$0		
300	4350	Labor	\$12.44	\$20,000		
310	4390	Other utilities expense	\$10.75	\$17,300		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$99.13	\$159,401		

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Ordinary Maintenance and Operation:						
330	4410	Labor	\$51.25	\$82,410		
340	4420	Materials	\$31.09	\$50,000		
350	4430	Contract Costs	\$69.03	\$111,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$151.37	\$243,410		
Protective Services:						
370	3110	Labor	\$0.00	\$0		
380	3120	Materials	\$0.00	\$0		
390	3190	Contract Costs	\$0.00	\$0		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$0.00	\$0		
General Expense:						
410	4510	Insurance	\$32.95	\$53,000		
420	4520	Payments in Lieu of Taxes	\$48.99	\$78,770		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$118.91	\$191,210		
450	4570	Collection Losses	\$4.98	\$8,000		
460	4590	Other General Expense	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$205.84	\$330,980		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$691.15	\$1,111,371		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
Nonroutine Expenditures:						
510	4610	Debt Service	\$60.51	\$97,300		
520	7520	Reserve for Repair and Replacement	\$36.19	\$58,200		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$96.70	\$155,500		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$787.85	\$1,266,871		
Prior Year Adjustments:						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
Other Expenditures:						
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year				
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$787.85	\$1,266,871		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	#####	(\$260,781)		
HUD Contributions:						
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr				
610	8011	Prior Year Adjustments - (Debit) Credit				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)				
630	8020	Contributions Earned - Op.Sub-Cur.Yr. (before year-end adj)	\$0.00	\$0		
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		HAP		\$383,964		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	\$383,964		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$0.00	\$383,964		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$0.00	\$383,964		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	#####	\$123,183		

Name of PHA / IHA MADISON HOUSING AUTHORITY		Fiscal Year Ending MARCH 31, 2020
--	--	--------------------------------------

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year				
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$555,685	

Part II - Provision for and Estimated or Actual Operating Reserve at FY End				
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	MARCH 31, 2018	(\$409,531)
790		Provision for Operating Reserve - Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE	MARCH 31, 2019	\$94,569
		<input type="checkbox"/> Actual for FYE	MARCH 31, 2019	
800		Operating Reserve at End of Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE	MARCH 31, 2019	(\$314,962)
		<input type="checkbox"/> Actual for FYE	MARCH 31, 2019	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE	MARCH 31, 2020	\$123,183
		Enter Amount from Line 700		
820		Operating Reserve at End of Requested Budget Year Estimated for FYE	MARCH 31, 2020	(\$191,779)
		(Sum of lines 800 and 810)		
830		Cash Reserve Requirement:	17% % of line 480	\$185,228

Comments

PHA / IHA Approval

Name Louis A. Riccio
 Title EXECUTIVE DIRECTOR
 Signature *[Signature]*

Date 1/7/19

Field Office Approval

Name _____
 Title _____
 Signature _____

Date _____

Operating Budget
Schedule of Administration
Expenses Other Than Salary

U. S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 60(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority: **MADISON HOUSING AUTHORITY** Locality: **MADISON, NEW JERSEY** Fiscal Year End: **MARCH 31, 2020**

(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$27,500	\$24,750	\$0	\$2,750	\$0
2 Training (list and provide justification)	\$10,000	\$9,000	\$0	\$1,000	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$0	\$0	\$0	\$0	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$1,000	\$900	\$0	\$100	\$0
5 Within Area of Jurisdiction	\$1,000	\$900	\$0	\$100	\$0
6 Total Travel	\$2,000	\$1,800	\$0	\$200	\$0
7 Accounting	\$25,200	\$22,680	\$0	\$2,520	\$0
8 Auditing	\$10,000	\$7,000	\$0	\$3,000	\$0
9 Sundry					
Rental of Office Space	\$24,000	\$24,000	\$0	\$0	\$0
10 Publications	\$2,000	\$1,800	\$0	\$200	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$2,000	\$1,800	\$0	\$200	\$0
12 Telephone, Fax, Electronic Communications	\$18,000	\$16,200	\$0	\$1,800	\$0
13 Collection Agent Fees and Court Costs	\$0	\$0	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$0	\$0	\$0	\$0	\$0
15 Forms, Stationary and Office Supplies	\$14,000	\$12,600	\$0	\$1,400	\$0
16 Other Sundry Expense (provide breakdown)	\$14,000	\$12,600	\$0	\$1,400	\$0
17 Total Sundry	\$74,000	\$69,000	\$0	\$5,000	\$0
18 Total Administration Expense Other Than Salaries	\$148,700	\$134,230	\$0	\$14,470	\$0

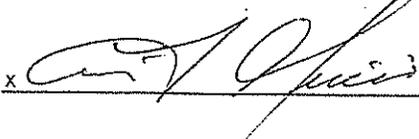
PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 90.00%
 =====

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative and Date:

x  1/7/19

Operating Budget
Schedule of All Positions and Salaries

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 09/30/2009)

Name of Housing Authority		MADISON HOUSING AUTHORITY		Locality		MADISON, NEW JERSEY		Fiscal Year End		MARCH 31, 2020													
Position Title By Organizational Unit and Function	(1)	Present Salary Rate As of (date) 3/31/2019	(2)	Revised Budget Year Salary Rate	(3)	Estimated Payroll No. Months	(4)	Annual	(5)	Management	(6)	Modernization	(7)	Development UTIL. LABOR	(8)	Section 8 Programs	(9)	HOME AND COOKS POND Programs	(10)	Allocation of Salaries by Program	(11)	Method of Allocation	(12)
MAINTENANCE STAFF:																							
1) Building Maintenance Worker		\$49,460		\$50,700		12		\$50,700		\$20,700				\$20,000				\$10,000					
F. Aguirre																							
2) Maintenance Super.		\$55,710		\$57,100		12		\$57,100		\$34,550				\$0				\$22,550					
J. DuQue																							
3) Cleaning -PT		\$17,160		\$17,160		12		\$17,160		\$17,160				\$0				\$0					
L. Toro																							
4) Vacation and overtime		\$20,000		\$20,000		12		\$20,000		\$10,000				\$0				\$10,000					
5)		\$0		\$0		0		\$0		\$0				\$0				\$0					
6)		\$0		\$0		0		\$0		\$0				\$0				\$0					
7)		\$0		\$0		0		\$0		\$0				\$0				\$0					
8)		\$0		\$0		0		\$0		\$0				\$0				\$0					
TOTAL MAINTENANCE LABOR								\$144,560		\$82,410		\$0		\$20,000		\$0		\$42,550		\$0			

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying narrative, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director/Designated Official _____ Date 1/2/19

NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A
VARIETY OF POSITIONS WHICH EXCEED 100% OF
HIS/HER TIME.

Operating Budget

Summary of Budget Data and Justifications

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0025 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 60(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. The information does not lend itself to confidentiality.

Name of Local Housing Authority MADISON HOUSING AUTHORITY	Locality MADISON, NEW JERSEY	Fiscal Year Ending: MARCH 31, 2020
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Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment of utility costs by HA and/or tenant.

Monthly Rent Roll as of: 12/1/2018 equals 75,941 divided by 127 occupied units = \$597.96 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 589 times 1,608 Unit Months Available

equals \$947,096

NOTE: HUD's Operating Fund Final Rule freezes Formula Income to FY 2004 actuals until at least FY 2010 (24 CFR 990.195) for subsidy computation purposes. However, the format above is designed to forecast ACTUAL INCOME and assumes some amount of income escalation during the freeze period.

Excess Utilities: (NOT for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [] Electricity [] Other [] (Specify) _____
2. Comments:

Excess Utility Income estimated in the amount of: \$0 for the period 7/1/____ to 6/30_____

Nondwelling Rent: (NOT for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

Nondwelling Rent estimated in the amount of: \$0

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs:

Estimated Cash Avail. for Investment of \$265,000 times Estimated Average T-Bill Rate of 0.50%
 equals \$1,325 which is \$0.82 PUM times 1,608 Unit Months Available
 equals \$1,320

Other Comments on Estimates of Oper. Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

	<u>Gross Amt.</u>
Sales and Services to Residents of:	\$0
Capital Transfer	\$0
Laundry & Vending in the amount of:	\$15,000
Late Charges in the amount of:	\$8,000
Cell tower	\$34,670

=====
 \$57,670 PUM equals \$35.86

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to mgmt. at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
- Column (3) Enter the portion of total salary expense shown in Column (5) or (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4) Enter the portion of total salary expense shown in Column (5) or (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5) Enter the portion of total salary expense shown in Column (5) or (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6) Enter the portion of total salary expense shown in Column (5) or (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)	12	6.00	\$239,850		\$0	\$150,070
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	10	4.00	\$82,410			
Utilities--Labor (1)			\$20,000			
Other (Specify) (Tenant Services, Legal, etc.) (1)			\$0			
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

SEE HUD FORM 52566

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Refer to HUD-52571 (Administrative Expenses Other Than Salaries)

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense".

Refer to HUD-52722A (Calculation of Allowable Utilities Expense Level)

Ordinary Maintenance and Operation -- Materials: Give an explanation of substantial Requested Budget Year estimated PUM increases over the PUM rate of expenditures for materials in the Current Budget Year.

Materials Estimated at: \$50,000

Ordinary Maintenance and Operation -- Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Cable TV	\$0	Elevator Service/Repairs	\$25,000
Pest Control	\$5,000	PLUMBING	\$15,000
Fire Extinguisher Inspections	\$1,000	ELECTRICAL	\$15,000
Apartment Painting	\$10,000	MISC.	\$10,000
Other (HVAC)	\$15,000		
Garbage Pickup	\$15,000	TOTAL CONTRACTS:	=====
			\$111,000

Insurance Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	MGMT.	VOUCHERS	MAHCICOOKS	TOTAL
MULTIPERIL	\$36,000	1,000	1,000	38,000
WORKER'S COMP.	\$17,000	5,000	5,000	27,000
	\$0			
	\$0			
	\$0			
	\$0			
TOTAL INSURANCE:	\$53,000	6,000	6,000	65,000

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA:	7.65% X Total Payroll of =====	\$342,260		equals:	\$26,183 per year
Hospitalization:				equals	\$100,000 per year
Retirement:	18.00% X Total Payroll of =====	\$342,260		equals:	\$61,607 per year
Unemployment:	1.00% times 1st =====	\$34,000 /person \$	342,260	equals	\$3,423 per year
					=====
		TOTAL BENEFITS:			\$191,213

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimated at: **\$8,000** for the Requested Budget Year.
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Extraordin ary Maintenance, Rep lacement, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD 52567 (Schedule of Nonroutine Expenditures)

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A