

Authority Budget of:

Housing Authority of the City of Cape May

State Filing Year **2018**

For the Period:

October 1, 2018 to September 30, 2019

www.hsauthority.com

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

Housing Authority of the City of Cape May

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCT. 1, 2018 TO SEPT. 30, 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: _____ Date: _____

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: _____

2018 PREPARER'S CERTIFICATION

Housing Authority of the City of Cape May

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 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:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Ave., Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

2018 APPROVAL CERTIFICATION

Housing Authority of the City of Cape May

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 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 Housing Authority of the City of Cape May, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 16th day of July, 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:	Carol Hackenberg		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	chackenberg@capemayha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	<u>www.capemayha.org</u>
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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

Title of Officer Certifying compliance

Signature

Carol A. Hackenberg
Executive Director
Carol A. Hackenberg

2018 HOUSING AUTHORITY BUDGET RESOLUTION

Housing Authority of the City of Cape May

RESOLUTION: #2018-34

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the City of Cape May for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the Housing Authority of the City of Cape May at its open public meeting of July 16th, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 816,280, Total Appropriations, including any Accumulated Deficit if any, of \$ 815,030 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 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 Housing Authority of the City of Cape May, at an open public meeting held on July 16th, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of the City of Cape May for the fiscal year beginning, October 1, 2018 and ending, September 30, 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 Housing Authority of the City of Cape May will consider the Annual Budget and Capital Budget/Program for adoption on September 24th, 2018.

(Secretary's Signature)

(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

Thomas G. Hynes
 Patricia M. Swain
 Thomas White
 Frank Acker
 Dr. Keith Lafferty
 Diane Hutchinson
 Patricia Hodgetts

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Housing Authority of the City of Cape May

AUTHORITY BUDGET

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 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).
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.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
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.
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.).
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**)

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS HOUSING AUTHORITY OF THE CITY OF CAPE MAY

AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2018 TO: SEPT. 30, 2019

1. The 2018 proposed Annual Budget is primarily based on the September 30, 2017 year end data and the first six months of the current year (YE 9-30-2018). An increase in rental revenue is anticipated based on the current trend and a push to monitor tenant's income. Excess utilities decreased by \$4,200 based on the current trend. Operating subsidy is based on 2018 at 90% funding level. Capital funding increased by \$53,350 based on the funding trend in 2018. These capital funds have already been allocated to the authority by HUD for 2018 and will be used during year ending 9-30-2019. Interest income is expected to remain about the same. Income from other non-operating income is expected to decrease slightly (\$1,000) based on the activity of the current fiscal year. Administrative expenses are anticipated to increase by \$8,580 primarily due to salary and benefit increases of \$3,580, staff and commissioner training and travel increases of \$2,300 and possible RAD expenses of \$2,700. Costs of providing services will increase \$43,820 primarily due to increases in salaries and benefits of \$2,220, increases in utility costs of \$22,900 due to very cold winters and very hot summers, and increases in maintenance and operation costs of \$19,300 due to unit rehabs and repairs. PILOT will decrease by \$2,600 due to an increase in utility expenses. Other general expenses are expected to decline by \$500.
2. The proposed Annual Budget will have a significant impact on Anticipated Revenues. The anticipated revenue has increased by \$50,960 primarily due to the increase in capital funding received of \$53,350. HUD increased the capital funding significantly in 2018. Total Non-operating revenues are expected to decrease by approximately \$1,000 based on the current fiscal year of 9-30-2018.
3. The local/regional economy is recovering slowly. We are seeing an increase in tenant income which results in higher rents. Their income is greatly impacted by the local job market/economy which is subject to seasonal changes. The Capital Budget will be used for operations so the local economy will have little effect on it.
4. N/A
5. No
6. The authority plans to recover the deficit of \$(192,537) by cost cutting measures. There are still several units to refurbish then they will all be in good shape, so the authority hopes to save \$4,000 to \$5,000 a year on this expense. The authority is also actively pursuing higher income residents since the extremely low income quota has been met. Increased rental income will also help offset the deficit. The authority has applied for RAD-Rental Assistance Demonstration Program, which would also help eliminate the deficit. The increase in Capital Funding will also assist in reducing the deficit by providing the funds for needed repairs and improvements instead of using operating income.

HOUSING AUTHORITY CONTACT INFORMATION 2018

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

Name of Authority:	Housing Authority of the City of Cape May		
Federal ID Number:	22-1768475		
Address:	639 Lafayette Street		
City, State, Zip:	Cape May	NJ	08204
Phone: (ext.)	609-884-8703	Fax:	609-884-9028

Preparer's Name:	Linda M. Cavallo, CPA		
Preparer's Address:	2581 E. Chestnut Ave. Suite B		
City, State, Zip:	Vineland	NJ	08361
Phone: (ext.)	856-696-8000	Fax:	856-794-1295
E-mail:	linda@avenacpa.com		

Chief Executive Officer:	Carol Hackenberg		
Phone: (ext.)	609-884-8703	Fax:	609-884-9028
E-mail:	chackenberg@capemayha.org		

Chief Financial Officer:	Carol Hackenberg		
Phone: (ext.)	609-884-8703	Fax:	609-884-9028
E-mail:	chackenberg@capemayha.org		

Name of Auditor:	Frank DeFroda, CPA		
Name of Firm:	Barbacane Thornton & Company		
Address:	200 Springer Building 3411 Silverside Road		
City, State, Zip:	Wilmington	DE	19810
Phone: (ext.)	302-478-8940	Fax:	302-478-0133
E-mail:	fdefroda@btcpa.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Housing Authority of the City of Cape May

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 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: 5
- 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: \$186,364.10
- 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.** Yes to 1, 2, & 3. No to 4 & 5.

- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- First class or charter travel No
 - Travel for companions No
 - Tax indemnification and gross-up payments No
 - Discretionary spending account No
 - Housing allowance or residence for personal use No
 - Payments for business use of personal residence No
 - Vehicle/auto allowance or vehicle for personal use Yes
(Carol Hackenberg, the ED, uses a company vehicle. Her personal use is reported as additional compensation on her W-2.)
 - Health or social club dues or initiation fees No
 - Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

**Cape May Housing Authority
General Ledger Account Ledger
Financial Periods: October 2017 To June 2018
Cape May Housing Authority**

Filter Criteria Includes: 1) Program: Cape May Housing Authority, 2) Project: All Projects, 3) Component: All Components, 4) Account No.: 4150 To 4150, 5) Account Type: All, 6) Show Details: Yes, 7) Show Closing Transactions: Yes, 8) Show Check Numbers: No, 9) Show Zero Balances: No, 10) Grouping: Account Only

Doc Date	Period	Component	Doc Num	Doc Reference	Tran Reference	Tran Description	Amount
<i>Account: TRAVEL (4150)</i>							
10/01/17	10/17					Beginning Balance	0.00
05/21/18	06/18	Vendor		(V)Carol Hackenberg		Parking-NAHRA conference 5/2	20.00
05/22/18	06/18	Vendor		(V)Carol Hackenberg		Tolls NAHRA conference 5/21&	9.02
06/30/18	06/18					Ending Balance	29.02
<i>Account: TRAVEL (4150)</i>							
Program: Cape May Housing Authority Ending Balance							29.02
Grand Total							29.02

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**
Housing Authority of the City of Cape May

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 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 October 1, 2018 to September 30, 2019

Reportable Compensation from
Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/1099)			Total Compensation from Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
				Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)						
1 Carol Hackenberg	Executive Director	35	X	\$ 61,451		\$ 1,422	\$ 25,930	NONE	N/A		\$ 88,803	
2 Maryellen Francke	Office Manager	35		27,328			13,850	NONE	N/A		41,178	
3 Joseph Culligan	Maint. Supervisor	35		50,278			26,750	NONE	N/A		77,028	
4 Robert Martin	Maintenance	35		37,767			25,230	NONE	N/A		62,997	
5 Willie Hick	Maintenance	15		9,541			6,500	NONE	N/A		16,041	
6 Thomas Hynes	Chairman		X								0	
7 Patricia Swain	Vice Chairman		X								0	
8 Frank Acker	Commissioner		X								0	
9 Diane Hutchinson	Commissioner		X								0	
10 Patricia Hodgetts	Commissioner		X								0	
11 Dr. Keith Lafferty	Commissioner		X								0	
12											0	
13											0	
14											0	
15											0	
Total:				\$186,365	\$ -	\$ 1,422	\$ 98,260				\$ 286,047	

(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

Housing Authority of the City of Cape May
 For the Period October 1, 2018 to September 30, 2019

	# of Covered Members (Medical & Rx)		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)	
	Proposed Budget	Current Year	Proposed Budget	Current Year	Proposed Budget	Current Year	Current Year	Current Year	Current Year	Current Year	Cost	Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost														
Single Coverage	1		\$ 11,380		\$ 11,380		1		\$ 11,160		\$ 11,160		\$ 220	2.0%
Parent & Child	2		21,410		42,820		2		20,990		41,980		840	2.0%
Employee & Spouse (or Partner)	1		22,630		22,630		1		22,190		22,190		440	2.0%
Family														#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)					(10,450)						(10,450)			0.0%
Subtotal	4				66,380		4				64,880		1,500	2.3%
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														#DIV/0!
Parent & Child														#DIV/0!
Employee & Spouse (or Partner)	1		6,500		6,500		1		6,200		6,200		300	4.8%
Family														#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)														#DIV/0!
Subtotal	1				6,500		1				6,200		300	4.8%
GRAND TOTAL	5				\$ 72,880		5				\$ 71,080		\$ 1,800	2.5%

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

Housing Authority of the City of Cape May
 For the Period October 1, 2018 to September 30, 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	Approved Labor Agreement	Resolution	Individual Employment Agreement
Carol Hackenberg	61.5	\$ 8,474	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maryellen Francke	62	3,404	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Robert Martin	3	240	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Joseph Culligan	53	5,953	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Total liability for accumulated compensated absences at beginning of current year		\$ 18,071			

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

Schedule of Shared Service Agreements

Housing Authority of the City of Cape May
 October 1, 2018 to September 30, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

X

If No Shared Services X this Box

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Housing Authority of the City of Cape May
 October 1, 2018 to September 30, 2019

For the Period

	FY 2019 Proposed Budget				FY 2017 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
REVENUES								
Total Operating Revenues	\$ 648,560	\$ -	\$ -	\$ 153,580	\$ 802,140	\$ 750,180	\$ 51,960	6.9%
Total Non-Operating Revenues	4,600	-	-	4,600	4,600	5,600	(1,000)	-17.9%
Total Anticipated Revenues	653,160	-	-	153,580	806,740	755,780	50,960	6.7%
APPROPRIATIONS								
Total Administration	227,450	-	-	227,450	227,450	218,870	8,580	3.9%
Total Cost of Providing Services	576,020	-	-	576,020	576,020	532,200	43,820	8.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	803,470	-	-	803,470	803,470	751,070	52,400	7.0%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	803,470	-	-	803,470	803,470	751,070	52,400	7.0%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	803,470	-	-	803,470	803,470	751,070	52,400	7.0%
ANTICIPATED SURPLUS (DEFICIT)	\$ (150,310)	\$ -	\$ -	\$ 153,580	\$ 3,270	\$ 4,710	\$ (1,440)	-30.6%

Revenue Schedule

Housing Authority of the City of Cape May

For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	\$ - #DIV/01
Dwelling Rental	358000				358,000	355,000	3,000 0.8%
Excess Utilities	4200				4,200	5,400	(1,200) -22.2%
Non-Dwelling Rental					-	-	- #DIV/01
HUD Operating Subsidy	286360				286,360	289,550	(3,190) -1.1%
New Construction - Acc Section 8					-	-	- #DIV/01
Voucher - Acc Housing Voucher					-	-	- #DIV/01
Total Rental Fees	648,560	-	-	-	648,560	649,950	(1,390) -0.2%
<i>Other Operating Revenues (List)</i>							
Capital Funds				153580	153,580	100,230	53,350 53.2%
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Type in (Grant, Other Rev)				-	-	-	- #DIV/01
Total Other Revenue	-	-	-	153,580	153,580	100,230	53,350 53.2%
Total Operating Revenues	648,560	-	-	153,580	802,140	750,180	51,960 6.9%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Late fees, etc.	4,000				4,000	5,000	(1,000) -20.0%
Type in					-	-	- #DIV/01
Type in					-	-	- #DIV/01
Type in					-	-	- #DIV/01
Type in					-	-	- #DIV/01
Type in					-	-	- #DIV/01
Total Other Non-Operating Revenue	4,000	-	-	-	4,000	5,000	(1,000) -20.0%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	600				600	600	- 0.0%
Penalties					-	-	- #DIV/01
Other					-	-	- #DIV/01
Total Interest	600	-	-	-	600	600	- 0.0%
Total Non-Operating Revenues	4,600	-	-	-	4,600	5,600	(1,000) -17.9%
TOTAL ANTICIPATED REVENUES	\$ 653,160	\$ -	\$ -	\$ 153,580	\$ 806,740	\$ 755,780	\$ 50,960 6.7%

Prior Year Adopted Revenue Schedule

Housing Authority of the City of Cape May

FY 2017 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	355,000				355,000
Excess Utilities	5,400				5,400
Non-Dwelling Rental					-
HUD Operating Subsidy	289,550				289,550
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	649,950	-	-	-	649,950
<i>Other Revenue (List)</i>					
Capital Funds				100,230	100,230
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)					-
Total Other Revenue	-	-	-	100,230	100,230
Total Operating Revenues	649,950	-	-	100,230	750,180
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Late Fees, etc.	5,000				5,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	5,000	-	-	-	5,000
<i>Interest on Investments & Deposits</i>					
Interest Earned	600				600
Penalties					-
Other					-
Total Interest	600	-	-	-	600
Total Non-Operating Revenues	5,600	-	-	-	5,600
TOTAL ANTICIPATED REVENUES	\$ 655,550	\$ -	\$ -	\$ 100,230	\$ 755,780

Appropriations Schedule

Housing Authority of the City of Cape May
 For the Period October 1, 2018 to September 30, 2019

	FY 2019 Proposed Budget				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	99,690				\$ 99,690	\$ 96,940	\$ 2,750	2.8%
Fringe Benefits	56,460				56,460	55,630	830	1.5%
Legal	12,600				12,600	12,600	-	0.0%
Staff Training	5,000				5,000	3,000	2,000	66.7%
Travel	500				500	200	300	150.0%
Accounting Fees	10,000				10,000	10,000	-	0.0%
Auditing Fees	9,800				9,800	9,800	-	0.0%
Miscellaneous Administration*	33,400				33,400	30,700	2,700	8.8%
Total Administration	227,450	-	-	-	227,450	218,870	8,580	3.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	96,650				96,650	95,300	1,350	1.4%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	58,770				58,770	57,900	870	1.5%
Tenant Services	1,400				1,400	1,400	-	0.0%
Utilities	281,000				281,000	258,100	22,900	8.9%
Maintenance & Operation	100,000				100,000	80,700	19,300	23.9%
Protective Services					-	-	-	#DIV/0!
Insurance	26,000				26,000	24,500	1,500	6.1%
Payment In Lieu of Taxes (PILOT)	7,700				7,700	10,300	(2,600)	-25.2%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses					-	-	-	#DIV/0!
Other General Expense	4,500				4,500	4,000	500	12.5%
Rents					-	-	-	#DIV/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	576,020	-	-	-	576,020	532,200	43,820	8.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	803,470	-	-	-	803,470	751,070	52,400	7.0%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	803,470	-	-	-	803,470	751,070	52,400	7.0%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	803,470	-	-	-	803,470	751,070	52,400	7.0%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 803,470	\$ -	\$ -	\$ -	\$ 803,470	\$ 751,070	\$ 52,400	7.0%

* 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 \$ 40,173.50 \$ - \$ - \$ - \$ 40,173.50

Prior Year Adopted Appropriations Schedule

Housing Authority of the City of Cape May

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 96,940				\$ 96,940
Fringe Benefits	55,630				55,630
Legal	12,600				12,600
Staff Training	3,000				3,000
Travel	200				200
Accounting Fees	10,000				10,000
Auditing Fees	9,800				9,800
Miscellaneous Administration*	30,700				30,700
Total Administration	218,870	-	-	-	218,870
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	95,300				95,300
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	57,900				57,900
Tenant Services	1,400				1,400
Utilities	258,100				258,100
Maintenance & Operation	80,700				80,700
Protective Services					-
Insurance	24,500				24,500
Payment in Lieu of Taxes (PILOT)	10,300				10,300
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	4,000				4,000
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	532,200	-	-	-	532,200
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	751,070	-	-	-	751,070
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	751,070	-	-	-	751,070
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	751,070	-	-	-	751,070
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 751,070	\$ -	\$ -	\$ -	\$ 751,070

* 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	\$ 37,553.50	\$ -	\$ -	\$ -	\$ 37,553.50
--------------------------------------	--------------	------	------	------	--------------

Debt Service Schedule - Principal

Housing Authority of the City of Cape May

If Authority has no debt X this box

X

Fiscal Year Ending in

	Adopted Budget Year 2017	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
Type in Issue Name									\$
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Bond Rating	N/A	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A	N/A

Debt Service Schedule - Interest

Housing Authority of the City of Cape May

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
	Proposed Budget Year 2019	2020	2021	2022	2023	2024	
Adopted Budget Year 2017	-						
Type in Issue Name	-						
Type in Issue Name	-						
Type in Issue Name	-						
Type in Issue Name	-						
TOTAL INTEREST	-						
LESS: HUD SUBSIDY	-						
NET INTEREST	-						
	\$	\$	\$	\$	\$	\$	\$

Net Position Reconciliation

Housing Authority of the City of Cape May
 For the Period October 1, 2018 to September 30, 2019

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)	622,148	\$ -	\$ -	\$ -	\$ 622,148
Less: Restricted for Debt Service Reserve (1)	817,955				817,955
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(195,807)				(195,807)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)					-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)	3,270				3,270
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	(192,537)				(192,537)
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)	\$ (192,537)				\$ (192,537)

(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 \$ 40,174 \$ - \$ - \$ - \$ 40,174

(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

Housing Authority of the
City of Cape May

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Housing Authority of the City of Cape May

FISCAL YEAR: FROM: TO:

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 _____ Housing Authority, on the _____ day of _____, _____.

OR

It is hereby certified that the governing body of the Housing Authority of the City of Cape May 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): No Capital Projects are anticipated

Officer's Signature:			
Name:	Carol Hackenberg		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	chackenberg@capemayha.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Housing Authority of the City of Cape May

FISCAL YEAR: FROM: Oct. 1, 2018 TO: Sept. 30, 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?

HUD Capital funding is not included in the Capital Budget because the Authority elected to use this funding for operating expenditures as is allowed by HUD regulations.

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?

N/A – No capital fund financing

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.

None

6. Have the projects been reviewed and approved by HUD?

N/A

Add additional sheets if necessary.

Proposed Capital Budget

Housing Authority of the City of Cape May
For the Period October 1, 2018 to September 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Housing Authority of the City of Cape May

For the Period October 1, 2018 to September 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Housing Authority of the City of Cape May

For the Period October 1, 2018 to September 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-					
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ -					
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.

Cape May Housing Authority Vendor Payment History Report

Payment History From: 7/1/2017 Thru: 7/12/2018 Program: Cape May Housing Authority

Check Name		SSN / TIN	Check Address				Print 1099			
Oyster Bay Seafood & Steak Restaurant			615 Lafayette Street Cape May NJ 08204				No			
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>	
10/02/2017	7602	CHK	3050	Reorganization meetin	09/17	Reorganization meeting	\$784.45		\$784.45	
Totals For Vendor: Oyster Bay Seafood & Steak Restaurant									\$784.45	

**CAPE MAY HOUSING AUTHORITY
PROPOSED BUDGET
FOR THE YEAR ENDING SEPTEMBER 30, 2019
PUBLIC HOUSING**

	Budget 9/30/2018	Year End 9/30/2017	6 Mo. of 9/30/18 actual annualized	Accountant's	
				Proposed Budget 9/30/2019	
OPERATING RECEIPTS:					
DWELLING RENTAL	355,000.00	354,331.00	350,858.00	358,000.00	2% increase
EXCESS UTILITIES	5,400.00	5,127.00	4,152.00	4,200.00	
TOTAL RENTAL INCOME	360,400.00	359,458.00	355,010.00	362,200.00	
INTEREST INCOME	600.00	584.00	586.00	600.00	
OTHER INCOME	5,000.00	(2,792.00)	4,074.00	4,000.00	Late fees, Misc. & JIF
CAPITAL FUND	100,230.00	96,602.00	100,230.00	153,580.00	2018 Capital Funds
OPERATING SUBSIDY*	289,550.00	302,967.00	294,136.00	286,360.00	90% of 2018 subsidy (\$318,176)
TOTAL OPERATING RECEIPTS	755,780.00	756,819.00	754,036.00	806,740.00	

	Budget 9/30/2018	Year End 9/30/2017	6 Mo. of 9/30/18 actual annualized	Proposed Budget 9/30/2019	
OPERATING EXPENDITURES:					
ADMINISTRATION:					
ADMINISTRATIVE SALARIES	96,940.00	95,080.00	96,938.00	99,690.00	Carol
EMPLOYEE BENEFITS-ADMIN	55,630.00	53,862.00	55,220.00	56,460.00	Marjellen
LEGAL - ROUTINE	12,600.00	13,186.00	11,520.00	12,600.00	\$28,400
LEGAL - NONROUTINE	0.00	0.00	2,460.00	0.00	2%
TRAINING	3,000.00	3,206.00	4,756.00	5,000.00	5%
TRAVEL	200.00	28.00	0.00	500.00	
ACCOUNTING	10,000.00	10,000.00	10,000.00	10,000.00	
AUDITING	9,800.00	9,600.00	9,800.00	9,800.00	
SUNDRY	16,400.00	21,317.00	23,070.00	18,000.00	
TELEPHONE/CABLE/INTERNET	7,000.00	6,679.00	6,698.00	7,000.00	
OFFICE EXPENSES	6,000.00	6,628.00	7,738.00	7,000.00	
AD/DUES/PUB	1,300.00	1,399.00	1,382.00	1,400.00	
TOTAL ADMINISTRATION EXP.	218,870.00	220,985.00	229,582.00	227,450.00	

**CAPE MAY HOUSING AUTHORITY
PROPOSED BUDGET
FOR THE YEAR ENDING SEPTEMBER 30, 2019
PUBLIC HOUSING**

7/12/2018 10:32 AM

	Budget 9/30/2018	Year End 9/30/2017	6 Mo. of 9/30/18 actual annualized	Accountant's Proposed Budget 9/30/2019	
TENANT SERVICES:					
RECREATION, PUBLICATIONS	1,400.00	1,375.00	1,400.00	1,400.00	
TOTAL TENANT SERVICES	1,400.00	1,375.00	1,400.00	1,400.00	
UTILITIES:					
WATER & SEWER	90,100.00	89,210.00	90,094.00	92,000.00	Per City 1% increase
ELECTRIC	168,000.00	142,733.00	209,976.00	189,000.00	avg of budget vs ytd
TOTAL UTILITIES EXPENSE	258,100.00	231,943.00	300,070.00	281,000.00	
ORDINARY MAINT. AND OPER.:					
MAINTENANCE LABOR	95,300.00	101,712.00	96,392.00	96,650.00	Robert
EMPLOYEE BENEFITS-MAINT.	57,900.00	57,620.00	57,470.00	58,770.00	Joe
MATERIALS & OTHER SERVICES	41,700.00	36,125.00	30,758.00	35,000.00	\$40,470
CONTRACT COSTS	39,000.00	54,632.00	55,704.00	65,000.00	\$56,180
TOTAL ORD. MAINT. & OPER.	233,900.00	250,089.00	240,324.00	255,420.00	2%
GENERAL EXPENSES:					
INSURANCE	24,500.00	25,584.00	25,804.00	26,000.00	
BAD DEBTS	0.00	1,102.00	0.00	1,000.00	
COMPENSATED ABSENCES	4,000.00	2,265.00	4,000.00	3,500.00	
PAYMENTS IN LIEU OF TAXES	10,300.00	12,752.00	5,494.00	7,700.00	
TOTAL GENERAL EXPENSES	38,800.00	41,703.00	35,298.00	38,200.00	
TOTAL OPERATING EXPENSES	751,070.00	746,095.00	806,674.00	803,470.00	
PROFIT (LOSS)	4,710.00	10,724.00	(52,638.00)	3,270.00	

CAPE MAY HOUSING AUTHORITY
ANALYSIS OF PROJECTED SUNDRY ACCOUNT
FOR THE YEAR ENDING SEPTEMBER 30, 2019

AMOUNTS	
2,500.00	PAYROLL SERVICE
2,500.00	COMPUTER SERVICES-XPRESS
8,000.00	COMPUTER SOFTWARE SUPPORT
1,000.00	MTS SURVEILLANCE FEE
800.00	TENANT SAFE
700.00	ANNUAL RE-ORG DINNER
900.00	POSTAGE
1,600.00	MISCELLANEOUS
18,000.00	TOTAL

**CAPE MAY HOUSING AUTHORITY
SCHEDULE OF SALARIES
FOR THE YEAR ENDING SEPTEMBER 30, 2019**

	2018	2018	2019
	BUDGETED	PRESENT	PROJECTED
	SALARY	SALARY	SALARY
CAROL HACKENBERG	69,890.00	69,888.00	71,290.00
MARVELLEN	27,050.00	27,050.00	28,400.00
TOTAL ADMINISTRATION	96,940.00	96,938.00	99,690.00
ROBERT MARTIN	39,690.00	39,676.00	40,470.00
JOSEPH CULLIGAN	55,610.00	55,074.00	56,180.00
WILLIE HICKS	0.00	0.00	0.00
OVERTIME	0.00	0.00	0.00
TOTAL MAINTENANCE	95,300.00	94,750.00	96,650.00

BENEFITS:			
Health Insurance	75,310.00	75,320.00	76,827.00
Health Insurance-retirees	6,510.00	6,270.00	6,506.00
Aflac	4,520.00	4,520.00	4,517.00
Retiree Medicare	1,260.00	1,320.00	1,320.00
FICA	14,710.00	14,660.00	15,020.00
NJES	810.00	810.00	900.00
Pension	24,280.00	25,062.00	25,100.00
Less: employee withholdings	(13,870.00)	(15,282.00)	(14,960.00)
	<u>113,530.00</u>	<u>112,680.00</u>	<u>115,230.00</u>
Admin 49%			56,460.00
Maint 51%			58,770.00

** (334.60 X 9) + (501.90 X 3)
*** Per pay period 5/05/18 (\$575.22 X 26)

** (542.20 X 12)
** 4,517.00
(629.40 X 2)
(196340 X .765)
900.00
25,100.00 based on 2018

**CAPE MAY HOUSING AUTHORITY
 SCHEDULE OF SALARIES
 FOR THE YEAR ENDING SEPTEMBER 30, 2018**

	2017	2017	2018
	BUDGETED	PRESENT	PROJECTED
	SALARY	SALARY	SALARY*
CAROL HACKENBERG	66,560.00	66,560.00	69,888.00
MARYLEN	26,520.00	26,520.00	27,050.00
TOTAL ADMINISTRATION	<u>93,080.00</u>	<u>93,080.00</u>	<u>96,938.00</u>

ROBERT MARTIN	38,720.00	38,720.00	39,688.00
JOSEPH CULLIGAN	54,260.00	54,260.00	55,617.00
WILLIE HICKS	0.00	0.00	0.00
OVERTIME	3,000.00	0.00	0.00
TOTAL MAINTENANCE	<u>95,980.00</u>	<u>92,980.00</u>	<u>95,305.00</u>

BENEFITS:			
Health Insurance	70,870.00	70,870.00	75,305.28 (6,275.44 X 12)
Health Insurance-retirees			6,506.40 (542.20 X 12)
Aflac			4,517.10 *
Retiree Medicare	14,810.00	14,810.00	1,258.80 (629.40 X 2)
FICA	900.00	900.00	810.00
NJES	22,000.00	22,000.00	24,288.00 based on 2017
Pension	108,580.00	108,580.00	<u>113,527.00</u>
Less: employee withholdings			<u>(13,868.58) ***</u>

Admin 49% 55,630.00
 Maint 51% 57,900.00

** (334.60 X 9) + (501.90 X 3)
 *** Per pay period 4/22/17 (533.50 X 26)

75,305.28 (6,275.44 X 12)
 6,506.40 (542.20 X 12) *
 4,517.10 *
 1,258.80 (629.40 X 2)
 14,710.00 (192243 X .765)
 810.00
 24,288.00 based on 2017
 (13,868.58) ***

CAPE MAY HOUSING AUTHORITY
ANALYSIS OF PROJECTED SUNDRY ACCOUNT
FOR THE YEAR ENDING SEPTEMBER 30, 2019

	<u>AMOUNTS</u>
PAYROLL SERVICE	2,500.00
COMPUTER SERVICES-XPRESS	2,500.00
COMPUTER SOFTWARE SUPPORT	8,000.00
VECTOR SECURITY	1,000.00
TENANT SAFE	800.00
ANNUAL RE-ORG DINNER	700.00
POSTAGE	900.00
MISCELLANEOUS	<u>1,600.00</u>
TOTAL	<u><u>18,000.00</u></u>