

Authority Budget of:

Housing Authority of the City of Cape May

State Filing Year

2020

APPROVED COPY

For the Period:

October 1, 2020

to

September 30, 2021

www.capemayha.org

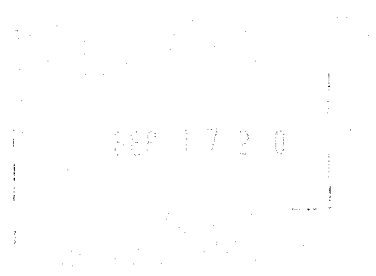
Authority Web Address



*Rec'd
CMHA
9/24/2020
via
email*



Division of Local Government Services



2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

HOUSING AUTHORITY OF THE CITY OF CAPE MAY
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCT 1, 2020 TO SEPT 30, 2021

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 West CPA, RMA Date: 9/24/2020

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: _____

2020 (2020-2021) PREPARER'S CERTIFICATION

HOUSNG AUTHORITY OF THE CITY OF CAPE MAY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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:	<i>Linda M Cavallo</i>		
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		

2020 (2020-2021) APPROVAL CERTIFICATION

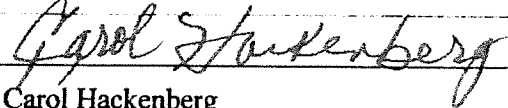
HOUSING AUTHORITY OF THE CITY OF CAPE MAY

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 1st day of September, 2020.

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:	www.capemayha.org
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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
- 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

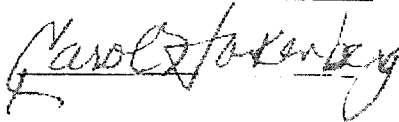
Carol Hackenberg

Title of Officer Certifying compliance

Executive Director

Signature

Page C-4



**2020 (2020-2021) HOUSING AUTHORITY BUDGET
RESOLUTION 2020-45
HOUSING AUTHORITY OF THE
CITY OF CAPE MAY**

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the City of Cape May for the fiscal year beginning, October 1, 2020 and ending, September 30, 2021 has been presented before the governing body of the Housing Authority of the City of Cape May at its open public meeting of September 1, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$839,720, Total Appropriations, including any Accumulated Deficit if any, of \$820,290 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

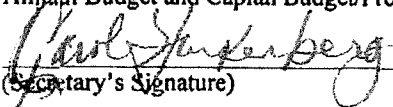
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 September 1, 2020 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, 2020 and ending, September 30, 2021 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 28, 2020



(Secretary's Signature)

9-1-2020
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Dr. Keith Lafferty	✓			
Patricia Hodgetts	✓			
Carol Boyd	✓			
Victor Faison	✓			
Dr. Patricia Martz	✓			
Helen Meier				✓
Dr. Christopher Traficante	✓			

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2020(2020-2021) HOUSING AUTHORITY BUDGET
MESSAGE & ANALYSIS
HOUSING AUTHORITY OF THE CITY OF CAPE MAY
AUTHORITY BUDGET**

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. 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. (Example Rate Increase authorized by resolution or by HUD).

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority**

3. 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.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer – **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.).

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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 in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).

See next page for answers

**2020 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS
HOUSING AUTHORITY OF THE CITY OF CAPE MAY
AUTHORITY BUDGET**

FISCAL YEAR: FROM: OCT. 1, 2020 TO: SEPT. 30, 2021

1. The 2020 proposed Annual Budget is primarily based on the September 30, 2019 year end data and the first six months of the current year (YE 9-30-2020). Subsidy will decrease due to cost saving measures taken to reduce utilities which in turn reduces subsidy. Late fees and other miscellaneous income from tenants are based on the current trend. Legal expenses will increase due to an environmental issue requiring legal representation. Maintenance salaries and related fringe benefits will increase due to the anticipation of hiring a part-time helper. Pilot will increase due to the decrease in utilities costs. The renewal and replacement reserve are no longer required since RAD conversion is put on hold due to the environmental issues.
2. The local/regional economy is recovering slowly from Covid-19. Some tenants are out of work and others have more work than they can handle. We are holding steady and expect 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 effect of the local economy will be minimized.
3. N/A
4. PILOT payments are paid to the City of Cape May.
5. The authority does not project a net deficit for the year 2020-2021.

HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

Please complete the following information regarding this 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:(1)	Carol Hackenberg		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	609-884-8703	Fax:	609-884-9028
E-mail:	chackenberg@capemayha.org		

Chief Financial Officer(1)	Carol Hackenberg		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	609-884-8703	Fax:	609-884-9028
E-mail:	chackenberg@capemayha.org		

Name of Auditor:	Frank T. DeFroda, CPA		
Name of Firm:	Whisman Giordano & Associates, LLC		
Address:	111 Continental Drive Suite 210		
City, State, Zip:	Newark	DE	19713
Phone: (ext.)	302-266-0202	Fax:	302-266-7070
E-mail:	fdefroda@whismangiordano.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HOUSING AUTHORITY OF THE CITY OF CAPE MAY

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 2018 or 2019**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 4
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2018 or 2019**) Transmittal of Wage and Tax statements: \$147,414
- 3) Provide the number of regular voting members of the governing body: 7 (Even if **not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)**)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 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, 2019 or 2020 deadline has passed 2019 or 2020**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all individuals listed on Page N-4 (2 of 2). 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?
- a. First class or charter travel ___ No ___
 - b. Travel for companions ___ No ___
 - c. Tax indemnification and gross-up payments ___ No ___
 - d. Discretionary spending account ___ No ___
 - e. Housing allowance or residence for personal use ___ No ___
 - f. Payments for business use of personal residence ___ No ___
 - g. Vehicle/auto allowance or vehicle for personal use ___ Yes ___
(Carol Hackenberg, the ED, uses a company vehicle. Her personal use is reported as additional compensation on her W-2.)
 - h. Health or social club dues or initiation fees ___ No ___
 - i. Personal services (i.e.: maid, chauffeur, chef) ___ No ___
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? ___ Yes ___ *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? ___ No ___ *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? ___ No ___ *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? ___ N/A ___ *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems 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 Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? ___ 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) 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.*
- 21) 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 2019 To July 2020
 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>							
10/01/19	10/19					Beginning Balance	
11/20/19	12/19	Vendor		(V)Carol Hackenberg		Conference-mileage & tolls	37.82
07/31/20	07/20					Ending Balance	37.82
<i>Account: TRAVEL (4150)</i>							
Program: Cape May Housing Authority Ending Balance							37.82
Grand Total							37.82

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

**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, 2020 TO: SEPT 30, 2021

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 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: (Use the Most Recent W-2 available 2018 or 2019. 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, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Housing Authority of the City of Cape May																			
For the Period October 1, 2020 to September 30, 2021																			
Reportable Compensation from Authority (W-2/ 1099)																			
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
1	Carol Hackenberg	35	X					\$ 68,162		\$ 1,980		\$ 70,142	NONE	NONE	N/A	\$ -	\$ -	\$ 70,142	
2	Maryellen Francke	35						31,127				\$ 31,127	NONE	NONE	N/A	\$ -	\$ -	\$ 31,127	
3	Robert Martin	35						41,323				\$ 41,323	NONE	NONE	N/A	\$ -	\$ -	\$ 41,323	
4	Willie Hicks	15						4,822				\$ 4,822	NONE	NONE	N/A	\$ -	\$ -	\$ 4,822	
5	Dr. Keith Lafferty		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
6	Patricia Hodgetts		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
7	Carol Boyd		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
8	Victor Falson		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
9	Dr. Patricia Martz		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
10	Heleen Meier		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
11	Dr. Christopher Traifcan		X									\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
12												\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
13												\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
14												\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
15												\$ 0	NONE	NONE	N/A	\$ -	\$ -	\$ 0	
Total:											\$ 145,494	\$ -	\$ 1,980	\$ -	\$ 147,414	\$ -	\$ -	\$ 147,414	

(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

Inout- X - in Box Below IF this Page is Non-Applicable

Housing Authority of the City of Cape May
For the Period October 1, 2020 to September 30, 2021

	# 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)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget	Current Year	per Employee Current Year					
Active Employees - Health Benefits - Annual Cost													
Single Coverage	1	\$ 12,320	\$ 12,320	1	\$ 11,490	\$ 11,490	1	\$ 11,490	\$ 830	7.2%			
Parent & Child	2	21,840	43,680	2	21,410	42,820	2	21,410	860	2.0%			
Employee & Spouse (or Partner)													
Family													
Employee Cost Sharing Contribution (enter as negative -)			(4,800)										#DIV/0!
Subtotal	3		51,200	3		50,214			(704)	17.2%			
Commissioners - Health Benefits - Annual Cost													
Single Coverage													2.0%
Parent & Child													
Employee & Spouse (or Partner)													
Family													
Employee Cost Sharing Contribution (enter as negative -)													
Subtotal	0			0									
Retirees - Health Benefits - Annual Cost													
Single Coverage													
Parent & Child													
Employee & Spouse (or Partner)	1	5,580	5,580	1	5,100	5,100	1	5,100	480	9.4%			
Family													
Employee Cost Sharing Contribution (enter as negative -)													
Subtotal	1		5,580	1		5,100	1		480	9.4%			
GRAND TOTAL	4		\$ 56,780	4		\$ 55,314	4		\$ 1,466	2.7%			

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

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Housing Authority of the City of Cape May**
October 1, 2020 to **September 30, 2021**

	FY 2021 Proposed Budget				FY 2020 Adopted Budget	Total All Operations	Total All Operations	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs						
REVENUES										
Total Operating Revenues	\$ 674,520	\$ -	\$ -	\$ 160,550	\$ 835,070	\$ 835,070	\$ 868,580	\$ (33,510)	-3.9%	
Total Non-Operating Revenues	4,650	-	-	-	4,650	4,650	5,270	(620)	-11.8%	
Total Anticipated Revenues	679,170	-	-	160,550	839,720	839,720	873,850	(34,130)	-3.9%	
APPROPRIATIONS										
Total Administration	243,860	-	-	-	243,860	243,860	244,810	(950)	-0.4%	
Total Cost of Providing Services	415,880	-	-	160,550	576,430	576,430	517,640	58,790	11.4%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Operating Appropriations	659,740	-	-	160,550	820,290	820,290	762,450	57,840	7.6%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	100,000	(100,000)	-100.0%	
Total Non-Operating Appropriations	-	-	-	-	-	-	100,000	(100,000)	-100.0%	
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	659,740	-	-	160,550	820,290	820,290	862,450	(42,160)	-4.9%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	659,740	-	-	160,550	820,290	820,290	862,450	(42,160)	-4.9%	
ANTICIPATED SURPLUS (DEFICIT)	\$ 19,430	\$ -	\$ -	\$ -	\$ 19,430	\$ 19,430	\$ 11,400	\$ 8,030	70.4%	

REVENUE SCHEDULE

Housing Authority of the City of Cape May
 For the Period October 1, 2020 to September 30, 2021

	FY 2021 Proposed Budget				FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	396,950				396,950	384,000	12,950 3.4%
Excess Utilities	4,500				4,500	4,200	300 7.1%
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy	273,070				273,070	319,730	(46,660) -14.6%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	#DIV/0!
Total Rental Fees	674,520	-	-	-	674,520	707,930	(33,410) -4.7%
<i>Other Operating Revenues (List)</i>							
Capital Funds				160,550	160,550	160,650	(100) -0.1%
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Type In (Grant, Other Rev)				-	-	-	#DIV/0!
Total Other Revenue	-	-	-	160,550	160,550	160,650	(100) -0.1%
Total Operating Revenues	674,520	-	-	160,550	835,070	868,580	(33,510) -3.9%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Late Fees, etc.	4,110				4,110	4,680	(570) -12.2%
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue	4,110	-	-	-	4,110	4,680	(570) -12.2%
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	540				540	590	(50) -8.5%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	540	-	-	-	540	590	(50) -8.5%
Total Non-Operating Revenues	4,650	-	-	-	4,650	5,270	(620) -11.8%
TOTAL ANTICIPATED REVENUES	\$ 679,170	\$ -	\$ -	\$ 160,550	\$ 839,720	\$ 873,850	\$ (34,130) -3.9%

Prior Year Adopted Revenue Schedule

Housing Authority of the City of Cape May

	<i>FY 2020 Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	384,000				384,000
Excess Utilities	4,200				4,200
Non-Dwelling Rental					-
HUD Operating Subsidy	319,730				319,730
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	707,930	-	-	-	707,930
<i>Other Revenue (List)</i>					
Capitla Funds			160,650		160,650
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	-	-	-	160,650	160,650
Total Operating Revenues	707,930	-	-	160,650	868,580
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Late Fees, etc.	4,680				4,680
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	4,680	-	-	-	4,680
<i>Interest on Investments & Deposits</i>					
Interest Earned	590				590
Penalties					-
Other					-
Total Interest	590	-	-	-	590
Total Non-Operating Revenues	5,270	-	-	-	5,270
TOTAL ANTICIPATED REVENUES	\$ 713,200	\$ -	\$ -	\$ 160,650	\$ 873,850

Appropriations Schedule

Housing Authority of the City of Cape May
For the Period October 1, 2020 to September 30, 2021

FY 2021 Proposed Budget

	FY 2021 Proposed Budget				FY 2020 Adopted Budget		\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	108,510				\$ 108,510	\$ 105,870	\$ 2,640	2.5%
Fringe Benefits	52,250				52,250	56,340	(4,090)	-7.3%
Legal	16,600				16,600	14,000	2,600	18.6%
Staff Training	5,000				5,000	5,000	-	0.0%
Travel	500				500	500	-	0.0%
Accounting Fees	12,000				12,000	12,000	-	0.0%
Auditing Fees	10,200				10,200	10,200	-	0.0%
Miscellaneous Administration*	38,800				38,800	40,900	(2,100)	-5.1%
Total Administration	243,860	-	-	-	243,860	244,810	(950)	-0.4%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	88,460				88,460	47,270	41,190	87.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	30,820				30,820	24,150	6,670	27.6%
Tenant Services	2,120				2,120	2,120	-	0.0%
Utilities	202,450		60,550		263,000	268,000	(5,000)	-1.9%
Maintenance & Operation	35,630			100,000	135,630	125,000	10,630	8.5%
Protective Services					-	-	-	#DIV/0!
Insurance	36,500				36,500	35,000	1,500	4.3%
Payment in Lieu of Taxes (PiLOT)	13,400				13,400	11,600	1,800	15.5%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	2,000				2,000	-	2,000	#DIV/0!
Other General Expense	4,500				4,500	4,500	-	0.0%
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	415,880	-	-	160,550	576,430	517,640	58,790	11.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	659,740	-	-	160,550	820,290	762,450	57,840	7.6%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	100,000	(100,000)	-100.0%
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	100,000	(100,000)	-100.0%
TOTAL APPROPRIATIONS	659,740	-	-	160,550	820,290	862,450	(42,160)	-4.9%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	659,740	-	-	160,550	820,290	862,450	(42,160)	-4.9%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 659,740	\$ -	\$ -	\$ 160,550	\$ 820,290	\$ 862,450	\$ (42,160)	-4.9%

* 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 \$ 32,987.00 \$ - \$ - \$ 8,027.50 \$ 41,014.50

2020 Appropriations Schedule-Miscellaneous Administration

**Housing Authority of the City of Cape May
For the Period October 1, 2020 to September 30, 2021**

Proposed Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>	
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising/Dues	1,680			\$1,680	
Computer Program/Support	\$9,000			\$9,000	
Consulting Services	3,000			\$3,000	
Miscellaneous	7,500			\$7,500	
Office Security	900			\$900	
Office Supplies	6,500			\$6,500	
Payroll Service	1,020			\$1,020	
Postage	900			\$900	
Tenant Safe	1,800			\$1,800	
Telephone/Cable/Internet	6,500			\$6,500	
Total Miscellaneous	\$38,800	\$0	\$0	\$0	\$38,800

Prior Year Adopted Appropriations Schedule

Housing Authority of the City of Cape May

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 105,870				\$ 105,870
Fringe Benefits	56,340				56,340
Legal	14,000				14,000
Staff Training	5,000				5,000
Travel	500				500
Accounting Fees	12,000				12,000
Auditing Fees	10,200				10,200
Miscellaneous Administration*	40,900				40,900
Total Administration	244,810	-	-	-	244,810
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	47,270				47,270
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	24,150				24,150
Tenant Services	2,120				2,120
Utilities	207,350			60,650	268,000
Maintenance & Operation	125,000				125,000
Protective Services					-
Insurance	35,000				35,000
Payment in Lieu of Taxes (PILOT)	11,600				11,600
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	4,500				4,500
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	456,990	-	-	60,650	517,640
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	701,800	-	-	60,650	762,450
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve				100,000	100,000
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	100,000	100,000
TOTAL APPROPRIATIONS	701,800	-	-	160,650	862,450
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	701,800	-	-	160,650	862,450
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 701,800	\$ -	\$ -	\$ 160,650	\$ 862,450

* 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 \$ 35,090.00 \$ - \$ - \$ 3,032.50 \$ 38,122.50

2020 Appropriations Schedule-Miscellaneous Administration

Housing Authority of the City of Cape May
For the Period October 1, 2019 to September 30, 2020

Adopted Budget

Miscellaneous Administration

	<u>Public Housing</u>	<u>Housing</u>	<u>Other</u>	<u>Total All</u>	
	<u>Managemer</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising/Dues	1,200			\$1,200	
Computer Program/Support	\$11,400			\$11,400	
Consulting Services	4,500			\$4,500	
Miscellaneous	4,300			\$4,300	
Office Security	1,000			\$1,000	
Office Supplies	6,500			\$6,500	
Payroll Service	2,000			\$2,000	
Postage	900			\$900	
Tenant Safe	900			\$900	
Telephone/Cable/Internet	8,200			\$8,200	
Total Miscellaneous	<u>\$40,900</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$40,900</u>

Debt Service Schedule - Principal

Housing Authority of the City of Cape May

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Total Principal Outstanding
	Proposed Budget Year 2021	2022	2023	2024	2025	2026	
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
TOTAL PRINCIPAL	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

If no Rating type in Not Applicable

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		
	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025		2026	Thereafter
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, 2020 to September 30, 2021

FY 2021 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ (709,783)	\$ -	\$ -	\$ -	\$ (709,783)
748,030				748,030
(1,457,813)				(1,457,813)
555,496				555,496
1,105,094				1,105,094
19,430				19,430
222,207				222,207
\$ 222,207	\$ -	\$ -	\$ -	\$ 222,207

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)
 Less: Invested in Capital Assets, Net of Related Debt (1)
 Less: Restricted for Debt Service Reserve (1)
 Less: Other Restricted Net Position (1)
 Total Unrestricted Net Position (1)
 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)
 Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET
 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) 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 \$ 32,987 \$ - \$ 8,028 \$ 41,015
 (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.

2020 (2020-2021)

HOUSING
AUTHORITY OF THE
CITY OF CAPE MAY

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2020 (2020-2021) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

HOUSING AUTHORITY OF THE CITY OF CAPE MAY

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

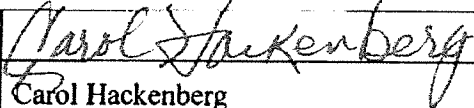
enter X to the left if this paragraph is applicable

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 of the City of Cape May, on the 1st day of September, 2020.

OR

enter X to the left if this paragraph is applicable

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		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Housing Authority of the City of Cape May

FISCAL YEAR: FROM: OCT 1, 2020 TO: SEPT 30, 2021

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 each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects? N/A
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
3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? No
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources) N/A
5. Have the current capital 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, 2020 to September 30, 2021

	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, 2020 to September 30, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget				
		Year 2021	2022	2023	2024	2025
<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, 2020 to September 30, 2021

	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.