

**ADOPTED COPY**

*Authority Budget of:*  
*Housing Authority of the City of Cape May*

**State Filing Year**                      **2021**

*For the Period:*

*October 1, 2021*    *to*    *September 30, 2022*

[www.capemayha.org](http://www.capemayha.org)  
Authority Web Address

**APPROVED COPY**

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DIVISION OF  
LOCAL GOVERNMENT SERVICES



*Division of Local Government Services*

**2021 (2021-2022) HOUSING AUTHORITY BUDGET**

**Certification Section**

2021 (2021-2022)

**HOUSING AUTHORITY OF THE CITY OF CAPE MAY**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM OCT 1, 2021 TO SEPT 30, 2022**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 9/8/2021

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 10/13/2021

# 2021 (2021-2022) PREPARER'S CERTIFICATION

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: OCT 1, 2021 **TO:** SEPT 30, 2022

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, CPA		
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		

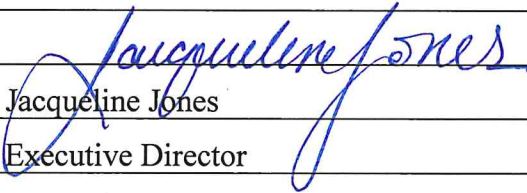
# 2021 (2021-2022) APPROVAL CERTIFICATION

## THE HOUSING AUTHORITY OF THE CITY OF CAPE MAY HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

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 19<sup>th</sup> day of July, 2021.

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:	Jacqueline Jones		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	jjones@vha.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

\_\_\_ Jacqueline Jones \_\_\_

Title of Officer Certifying compliance

\_\_\_ Executive Director \_\_\_

Signature



# 2021 (2021-2022) HOUSING AUTHORITY BUDGET RESOLUTION #2021-32 The Housing Authority of the City of Cape May

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the City of Cape May for the fiscal year beginning, October 1, 2021 and ending, September 30, 2022 has been presented before the governing body of the Housing Authority of the City of Cape May at its open public meeting of July 19, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$920,500, Total Appropriations, including any Accumulated Deficit if any, of \$895,800 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

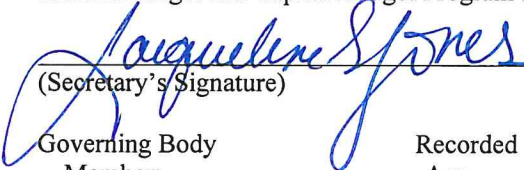
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 19, 2021 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, 2021 and ending, September 30, 2022 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 20, 2021.

  
 \_\_\_\_\_  
 (Secretary's Signature)

Governing Body  
Member:

7/19/21  
 \_\_\_\_\_  
 (Date)

Recorded Vote  
 Aye      Nay      Abstain      Absent

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

- Dr. Keith Lafferty ✓
- Patti Hodgetts ✓
- Victor Faison ✓
- Dr. Patricia Martz ✓
- Dr. Christopher Traficante ✓
- Jules B. Rauch III ✓
- LYNDA TOWNS ✓

**2021 (2021-2022) ADOPTION CERTIFICATION**

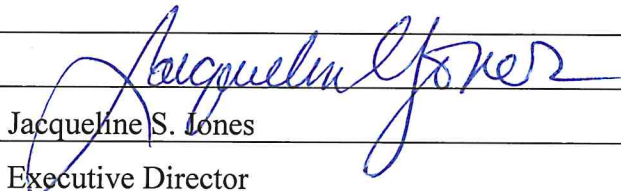
**HOUSING AUTHORITY OF THE CITY OF CAPE MAY**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

**Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Housing Authority of the City of Cape May, pursuant to N.J.A.C. 5:31-2.3, on the 20<sup>th</sup> day of, September, 2021.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	jjones@vha.org		



**2021 (2021-2022) ADOPTED BUDGET RESOLUTION**  
**Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted**

**HOUSING AUTHORITY OF THE CITY OF CAPE MAY  
 RESOLUTION 2021-**

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Cape May for the fiscal year beginning October 1, 2021 and ending, September 30, 2022 has been presented for adoption before the governing body of the Housing Authority at its open public meeting of September 20, 2021; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$920,500, Total Appropriations, including any Accumulated Deficit, if any, of \$895,800 and Total Unrestricted Net Position utilized of \$0; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of the City of Cape May, at an open public meeting held on September 20, 2021 that the Annual Budget and Capital Budget/Program of the Housing Authority of the City of Cape May for the fiscal year beginning, October 1, 2021 and, ending, September 30, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

\_\_\_\_\_  
 (Secretary's Signature) 9/20/21  
(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 ✓
- Victor Faison ✓
- Dr. Patricia Martz ✓
- Dr. Christopher Traficante ✓
- Jules B. Rauch, III ✓
- Lynda Towns ✓

**2021 (2021-2022) HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

**2021 (2021-2022) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
HOUSING AUTHORITY OF THE CITY OF CAPE MAY  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 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 2021/2021-2022 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

**2021 (2021-2022) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
HOUSING AUTHORITY OF THE CITY OF CAPE MAY  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

1. The 2021 proposed Annual Budget is primarily based on the September 30, 2020 year end data and the first six months of the current year (YE 9-30-21). Excess utilities will decrease based on the current trend. Operating subsidy will increase based on the current trend and increases in utility costs. Salaries and benefits will decrease due to the termination of the executive director. This position is being replaced with a management services agreement contract, reflected in miscellaneous administration expenses of \$35,000. Fringe benefits for cost of providing services will increase due to two full time maintenance employees with full benefits. Tenant services will increase due to the addition of a summer program for children of \$21,000. Maintenance & operation expenses will increase based on turnover trend. PILOT will decrease due to increase in utilities expense. Collection losses are anticipated to increase due to COVID issues.

The fringe benefits increased because one of the new employees replaced a former position that did not previously have full benefits. This position was a part-time position and was made a full-time position to provide coverage for landscaping and unit turnovers; This change will save the Authority over time as the landscaping with \$30K+ per year and using contractors for unit turnover was costing \$80K per year.

2. The local/regional economy is still recovering from Covid-19. Some tenants are out of work and others have chosen not to work. We have adjusted the budget accordingly. The tenant's income is greatly impacted by the local job market and economy which is subject to seasonal changes. The Capital Funds 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 2021-2022. The accumulated deficit will be reduced by cost savings measures taken by converting to RAD. The projected operating profits generated under the RAD program were not attainable under the public housing program and will put the authority in a position to cover the OPEB liabilities going forward.

# HOUSING AUTHORITY CONTACT INFORMATION

## AUTHORITY CONTACT INFORMATION

### 2021 (2021-2022)

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

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

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

<b>Chief Executive Officer:(1)</b>	Jacqueline S. Jones		
<i>(1) Or person who performs these functions under another Title</i>			
<b>Phone: (ext.)</b>	609-884-8703	<b>Fax:</b>	609-884-9028
<b>E-mail:</b>	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

<b>Chief Financial Officer(1)</b>	Jacqueline S. Jones		
<i>(1) Or person who performs these functions under another Title</i>			
<b>Phone: (ext.)</b>	609-884-8703	<b>Fax:</b>	609-884-9028
<b>E-mail:</b>	<a href="mailto:jjones@vha.org">jjones@vha.org</a>		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022

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 2019 or 2020**) 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 2019 or 2020**) Transmittal of Wage and Tax Statements: \$159,976.57
- 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, 2020 or 2021 deadline has passed 2020 or 2021) 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 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?   No   *If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- 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   No
  - 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?   Yes  . The former ED, Carol Hackenberg was terminated and paid \$28,347.50.
- 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.*

*(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, 2021 TO: SEPT 30, 2022

*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 2019 or 2020. 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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, 2021 to September 30, 2022

A B C D E F G H I J K L M N O P Q R S T

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Executive Direct	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities				
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend						Bonus	Total Compensation from Authority		
1. Jacqueline S. Jones	Executive Director								40				157,291				
2. Maryellen Francke	Site Manager	35	X					33,864	None	33,864		33,864	33,864				
3. Dr. Keith Lafferty	Chairman							0	None	0		0	0				
4. Patricia Hodgetts	Vice Chairman		X					0	None	0		0	0				
5. Victor Faison	Commissioner		X					0	None	0		0	0				
6. Dr. Patricia Martz	Commissioner		X					0	None	0		0	0				
7. Dr. Christopher Trafican	Commissioner		X					0	None	0		0	0				
8. Jules B. Rauch III	Commissioner		X					0	None	0		0	0				
9. Lynda Towns	Commissioner		X					0	None	0		0	0				
10. Carol Hackenberg	Executive Director	35			X			70,921	None	70,921		70,921	70,921				
11								0	None	0		0	0				
12								0	None	0		0	0				
13								0	None	0		0	0				
14								0	None	0		0	0				
15								0	None	0		0	0				
<b>Total:</b>											\$104,785	\$ -	\$ -	\$ -	\$ 157,291	\$ -	\$ 262,076

(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, 2021 to September 30, 2022

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

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost		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)
		Estimate per Employee Proposed Budget	Estimate per Employee Current Year						
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	1	\$ 10,800	\$ 10,800	\$ 10,800	1	\$ 12,320	\$ 12,320	\$ (1,520)	-12.3%
Parent & Child	2	19,850	39,700	39,700	2	21,840	43,680	(3,980)	-9.1%
Employee & Spouse (or Partner)									
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(4,200)	(4,200)			(4,800)	600	#DIV/0!
Subtotal	3		46,300	46,300	3		51,200	(4,900)	-9.6%
<b>Commissioners - Health Benefits - Annual Cost</b>									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0				0				#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)	1	5,500	5,500	5,500	1	5,580	5,580	(80)	-1.4%
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)	1		5,500	5,500	1		5,580	(80)	-1.4%
Subtotal	4		51,800	51,800	4		56,780	(4,980)	-8.8%
<b>GRAND TOTAL</b>									

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

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

YES	Yes or No
YES	Yes or 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, 2021 to September 30, 2022

*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	75 \$	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Carol Hackenberg	75	\$	11,879		X	
Maryellen Francke	100		6,933		X	
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$</b>	<b>18,812</b>			

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

# Schedule of Shared Service Agreements

For the Period Housing Authority of the City of Cape May  
October 1, 2021 to September 30, 2022

**If No Shared Services X this Box**

**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
Vineland Housing Authority	Cape May Housing Authority	Management	Month to month for annual fee of \$35,000	2/3/2021	9/30/2021	\$ 35,000

**2021 (2022) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

# SUMMARY

Housing Authority of the City of Cape May  
 October 1, 2021 to September 30, 2022

For the Period

	<b>FY 2022 Proposed Budget</b>				<b>FY 2021 Adopted Budget</b>		<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
<b>REVENUES</b>								
Total Operating Revenues	\$ 747,000	\$ -	\$ -	\$ 169,300	\$ 916,300	\$ 835,070	\$ 81,230	9.7%
Total Non-Operating Revenues	4,200	-	-	4,200	4,200	4,650	(450)	-9.7%
Total Anticipated Revenues	751,200	-	-	169,300	920,500	839,720	80,780	9.6%
<b>APPROPRIATIONS</b>								
Total Administration	174,100	-	-	-	174,100	243,860	(69,760)	-28.6%
Total Cost of Providing Services	552,400	-	-	169,300	721,700	576,430	145,270	25.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	726,500	-	-	169,300	895,800	820,290	75,510	9.2%
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	726,500	-	-	169,300	895,800	820,290	75,510	9.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	726,500	-	-	169,300	895,800	820,290	75,510	9.2%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 24,700	\$ -	\$ -	\$ -	\$ 24,700	\$ 19,430	\$ 5,270	27.1%

# Revenue Schedule

## Housing Authority of the City of Cape May

For the Period      October 1, 2021      to      September 30, 2022

	<b>FY 2022 Proposed Budget</b>				<b>FY 2021 Adopted Budget</b>			<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	Proposed vs. Adopted	Proposed vs. Adopted
								All Operations	All Operations
<b>OPERATING REVENUES</b>									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -		#DIV/0!
Dwelling Rental	384,000				384,000	396,950	(12,950)		-3.3%
Excess Utilities	4,000				4,000	4,500	(500)		-11.1%
Non-Dwelling Rental					-	-	-		#DIV/0!
HUD Operating Subsidy	359,000				359,000	273,070	85,930		31.5%
New Construction - Acc Section 8					-	-	-		#DIV/0!
Voucher - Acc Housing Voucher					-	-	-		#DIV/0!
<b>Total Rental Fees</b>	<b>747,000</b>	-	-	-	<b>747,000</b>	<b>674,520</b>	<b>72,480</b>		<b>10.7%</b>
<i>Other Operating Revenues (List)</i>									
Capital Funds				169,300	169,300	160,550	8,750		5.5%
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
Type in (Grant, Other Rev)					-	-	-		#DIV/0!
<b>Total Other Revenue</b>	-	-	-	<b>169,300</b>	<b>169,300</b>	<b>160,550</b>	<b>8,750</b>		<b>5.5%</b>
<b>Total Operating Revenues</b>	<b>747,000</b>	-	-	<b>169,300</b>	<b>916,300</b>	<b>835,070</b>	<b>81,230</b>		<b>9.7%</b>
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
Late Fees, etc.	4,000				4,000	4,110	(110)		-2.7%
Type in					-	-	-		#DIV/0!
Type in					-	-	-		#DIV/0!
Type in					-	-	-		#DIV/0!
Type in					-	-	-		#DIV/0!
Type in					-	-	-		#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>4,000</b>	-	-	-	<b>4,000</b>	<b>4,110</b>	<b>(110)</b>		<b>-2.7%</b>
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	200				200	540	(340)		-63.0%
Penalties					-	-	-		#DIV/0!
Other					-	-	-		#DIV/0!
<b>Total Interest</b>	<b>200</b>	-	-	-	<b>200</b>	<b>540</b>	<b>(340)</b>		<b>-63.0%</b>
<b>Total Non-Operating Revenues</b>	<b>4,200</b>	-	-	-	<b>4,200</b>	<b>4,650</b>	<b>(450)</b>		<b>-9.7%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 751,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,300</b>	<b>\$ 920,500</b>	<b>\$ 839,720</b>	<b>\$ 80,780</b>		<b>9.6%</b>

# Prior Year Adopted Revenue Schedule

## Housing Authority of the City of Cape May

### FY 2021 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	396,950				396,950
Excess Utilities	4,500				4,500
Non-Dwelling Rental					-
HUD Operating Subsidy	273,070				273,070
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
<b>Total Rental Fees</b>	<b>674,520</b>	-	-	-	<b>674,520</b>
<i>Other Revenue (List)</i>					
Type in (Grant, Other Rev)			160,550		160,550
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
<b>Total Other Revenue</b>	-	-	-	160,550	160,550
<b>Total Operating Revenues</b>	<b>674,520</b>	-	-	<b>160,550</b>	<b>835,070</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Late Fees, etc.	4,110				4,110
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	<b>4,110</b>	-	-	-	<b>4,110</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	540				540
Penalties					-
Other					-
<b>Total Interest</b>	<b>540</b>	-	-	-	<b>540</b>
<b>Total Non-Operating Revenues</b>	<b>4,650</b>	-	-	-	<b>4,650</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 679,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,550</b>	<b>\$ 839,720</b>



# Appropriations Schedule

Housing Authority of the City of Cape May  
For the Period October 1, 2021 to September 30, 2022

	<b>FY 2022 Proposed Budget</b>				<b>FY 2021 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	
					\$	\$	%	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	37,000				\$ 37,000	\$ 108,510	\$ (71,510)	-65.9%
Fringe Benefits	19,600				19,600	52,250	(32,650)	-62.5%
Legal	16,600				16,600	16,600	-	0.0%
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*	73,200				73,200	38,800	34,400	88.7%
<b>Total Administration</b>	<b>174,100</b>	-	-	-	<b>174,100</b>	<b>243,860</b>	<b>(69,760)</b>	<b>-28.6%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	82,100				82,100	88,460	(6,360)	-7.2%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	60,900				60,900	30,820	30,080	97.6%
Tenant Services	23,200				23,200	2,120	21,080	994.3%
Utilities	180,000			103,000	283,000	263,000	20,000	7.6%
Maintenance & Operation	94,200			66,300	160,500	135,630	24,870	18.3%
Protective Services					-	-	-	#DIV/0!
Insurance	38,400				38,400	36,500	1,900	5.2%
Payment in Lieu of Taxes (PILOT)	10,100				10,100	13,400	(3,300)	-24.6%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	7,000				7,000	2,000	5,000	250.0%
Other General Expense	4,500				4,500	4,500	-	0.0%
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	52,000				52,000	-	52,000	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
<b>Total Cost of Providing Services</b>	<b>552,400</b>	-	-	<b>169,300</b>	<b>721,700</b>	<b>576,430</b>	<b>145,270</b>	<b>25.2%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>726,500</b>	-	-	<b>169,300</b>	<b>895,800</b>	<b>820,290</b>	<b>75,510</b>	<b>9.2%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<b>726,500</b>	-	-	<b>169,300</b>	<b>895,800</b>	<b>820,290</b>	<b>75,510</b>	<b>9.2%</b>
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>726,500</b>	-	-	<b>169,300</b>	<b>895,800</b>	<b>820,290</b>	<b>75,510</b>	<b>9.2%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 726,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,300</b>	<b>\$ 895,800</b>	<b>\$ 820,290</b>	<b>\$ 75,510</b>	<b>9.2%</b>

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

5% of Total Operating Appropriations      \$ 36,325.00      \$ -      \$ -      \$ 8,465.00      \$ 44,790.00

2020 Appropriations Schedule-Miscellaneous Administration

Housing Authority of the City of Cape May  
For the Period October 1, 2021 to September 30, 2022

*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 Operations</u>	
Advertising/Dues	2,000			\$2,000	
Computer Program/Support	\$9,000			\$9,000	
Consulting Services	3,000			\$3,000	
Management Services	35,000				
Miscellaneous	7,500			\$7,500	
Office Security	900			\$900	
Office Supplies	5,500			\$5,500	
Payroll Service	1,100			\$1,100	
Postage	900			\$900	
Tenant Safe	1,800			\$1,800	
Telephone/Cable/Internet	6,500			\$6,500	
Total Miscellaneous	<u>\$73,200</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$38,200</u>

# Prior Year Adopted Appropriations Schedule

Housing Authority of the City of Cape May

*FY 2021 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 108,510				\$ 108,510
Fringe Benefits	52,250				52,250
Legal	16,600				16,600
Staff Training	5,000				5,000
Travel	500				500
Accounting Fees	12,000				12,000
Auditing Fees	10,200				10,200
Miscellaneous Administration*	38,800				38,800
Total Administration	243,860	-	-	-	243,860
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	88,460				88,460
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	30,820				30,820
Tenant Services	2,120				2,120
Utilities	202,450			60,550	263,000
Maintenance & Operation	35,630			100,000	135,630
Protective Services					-
Insurance	36,500				36,500
Payment in Lieu of Taxes (PILOT)	13,400				13,400
Terminal Leave Payments					-
Collection Losses	2,000				2,000
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	415,880	-	-	160,550	576,430
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	659,740	-	-	160,550	820,290
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	659,740	-	-	160,550	820,290
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	659,740	-	-	160,550	820,290
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 659,740	\$ -	\$ -	\$ 160,550	\$ 820,290

\* 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
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**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 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
<b>Total Miscellaneous</b>	<b>\$38,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Debt Service Schedule - Principal

If Authority has no debt X this box

X

Housing Authority of the City of Cape May

	Fiscal Year Ending in							Total Principal Outstanding
	Proposed Budget Year 2022	2023	2024	2025	2026	2027	Thereafter	
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL</b>	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Moody's	Fitch	Standard & Poors
N/A	N/A	N/A
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>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2022	2023	2024	2025	2026	2027		
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-
<b>NET INTEREST</b>	-	-	-	-	-	-	-	-
\$	-	-	-	-	-	-	-	-
\$	-	-	-	-	-	-	-	-
\$	-	-	-	-	-	-	-	-

# Net Position Reconciliation

Housing Authority of the City of Cape May

For the Period October 1, 2021 to September 30, 2022

## FY 2022 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ (775,684)	\$ -	\$ -	\$ -	\$ (775,684)
675,580				675,580
(1,451,264)	-	-	-	(1,451,264)
555,496				555,496
1,105,094				1,105,094
24,700				24,700
234,026	-	-	-	234,026
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 234,026	\$ -	\$ -	\$ -	\$ 234,026

### 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

\$ 36,325 \$ - \$ - \$ 8,465 \$ 44,790

(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.

2021 (2021-2022)

HOUSING  
AUTHORITY OF THE  
CITY OF CAPE MAY

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM



# 2021 (2021-2022) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

**FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022**

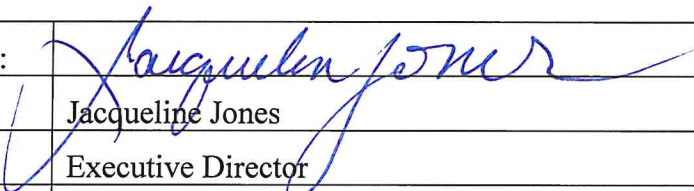
**enter X to the left if this paragraph is applicable**

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 Cape May Housing Authority, on the 19<sup>th</sup> day of July, 2021.

**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:	Jacqueline Jones		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	jjones@vha.org		

# 2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

## Housing Authority of the City of Cape May

FISCAL YEAR: FROM: OCT 1, 2021 TO: SEPT 30, 2022

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, 2021 to September 30, 2022

	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	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan

Housing Authority of the City of Cape May

For the Period October 1, 2021 to September 30, 2022

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2022	2023	2024	2025	2026	2027
<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	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan Funding Sources

## Housing Authority of the City of Cape May

For the Period October 1, 2021 to September 30, 2022

	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	-					
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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****Calculations****FYE 9-30-22**

	<b>Per Unaudited FDS 9-30-2020</b>		
	<b>Accrued OPEB</b>	<b>Accrued Pension</b>	<b>Compensated Absences</b>
Long Term Liabilities		\$0	
Compensated Absences			\$4,703
Compensated Absences			\$14,109
Long Term Liabilities	\$484,543	\$487,443	
Deferred Inflows	\$631,557	\$179,037	
Deferred Outflows	(\$11,006)	(\$110,984)	
	<u>\$1,105,094</u>	<u>\$555,496</u>	<u>\$18,812</u>