

**ADOPTED COPY**

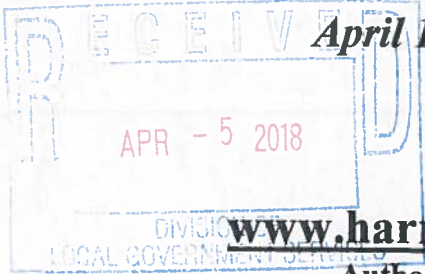
*Authority Budget of:*

*Harrison Housing Authority*

**State Filing Year**

**2018**

*For the Period:*



*April 1, 2018*

*to*

*March 31, 2019*

**[www.harrisonhousing.com](http://www.harrisonhousing.com)**

**Authority Web Address**



**APPROVED COPY  
ADOPTED COPY**

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

2018

**HARRISON**  
**HOUSING AUTHORITY BUDGET**

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

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 3/20/2018

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 4/6/2018

# 2018 PREPARER'S CERTIFICATION

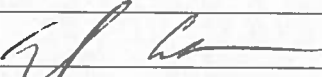
## HARRISON

### HOUSING AUTHORITY BUDGET

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

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

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

Preparer's Signature:			
Name:	Michael W. Carlon, CPA		
Title:	Partner		
Address:	Geltrude & Company, LLC 513 Franklin Avenue Nutley, NJ 07110-1746		
Phone Number:	973-667-9100	Fax Number:	973-667-0726
E-mail address	mcarlon@geltrude.com		

# 2018 APPROVAL CERTIFICATION

## HARRISON

### HOUSING AUTHORITY BUDGET

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

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Harrison Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 7<sup>th</sup> day of February, 2018.

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

Officer's Signature:			
Name:	James P. Doran		
Title:	Acting Executive Director		
Address:	Harrison & Schuyler Avenue Harrison, NJ 07029		
Phone Number:	973-483-1488	Fax Number:	973-483-4277
E-mail address	jdoran@harrisonhousing.com		

# INTERNET WEBSITE CERTIFICATION

**Authority's Web Address:** www.harrisonhousing.com

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.

- X A description of the Authority's mission and responsibilities
- X Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- X The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- X Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- X 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
- X 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
- X Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- X 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
- X 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

James P. Doran

Title of Officer Certifying compliance

Acting Executive Director

Signature

**RESOLUTION  
of the  
HOUSING AUTHORITY OF THE  
TOWN OF HARRISON**

**Resolution No. 1375-03-18**

**RESOLUTION TO AMEND RESOLUTION NO. 1372-02-18 APPROVING THE  
AUTHORITY'S 2018 BUDGET**

**Date Introduced: March 13, 2018**

**Date Adopted: March 13, 2018**

**WHEREAS**, the Housing Authority of the Town of Harrison ("Housing Authority"), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (HUD), and the laws of the State of New Jersey, approved its 2018 annual budget via Resolution No. 1372-02-18 on February 7, 2018; and

**WHEREAS**, the Housing Authority has since determined that it is necessary to amend Resolution No. 1372-02-18; and

**WHEREAS**, specifically, Resolution No. 1372-02-18 erred in stating that, "the Annual Budget as introduced reflects Total Revenues of \$2,432,724, Total Appropriations, including any Accumulated Deficit if any, of \$2,419,914 and Total Unrestricted Net Position utilized of \$0"; and

**WHEREAS**, instead, it should have stated that, "the Annual Budget as introduced reflects Total Revenues of \$2,432,724, Total Appropriations, including any Accumulated Deficit if any, of \$2,419,914 and Total Unrestricted Net Position utilized of \$2,383,954"; and

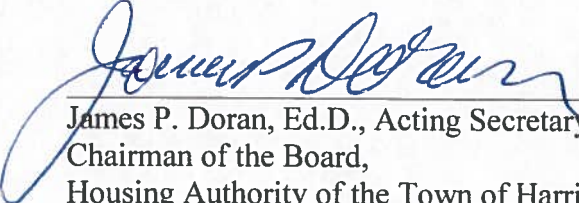
**WHEREAS**, the Authority's 2018 budget properly reflects that the Total Unrestricted Net Position utilized was \$2,383,954; and

**WHEREAS**, as a result of the above, the Board of Commissioners has found that it is in the best interest of the Housing Authority to approve the amendment of Resolution No. 1372-02-18 to reflect the proper Total Unrestricted Net Position as stated both herein and in the 2018 budget;

**NOW THEREFORE**,

**BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Harrison hereby approves and authorizes the amendment of Resolution No. 1372-02-18 to properly reflect a Total Unrestricted Net Position utilized of \$2,383,954 as properly stated within the Housing Authority's 2018 budget; and

**BE IT FURTHER RESOLVED**, that the Board authorizes and directs the Acting Executive Director of the Housing Authority of the Town of Harrison to take any and all administrative actions necessary to implement this resolution, including but not limited to submitting a copy of this resolution to the Director of Local Government Services for approval as part of the Authority's 2018 budget.

  
James P. Doran, Ed.D., Acting Secretary and  
Chairman of the Board,  
Housing Authority of the Town of Harrison

A motion was made by Commissioner Pettigrew and seconded by Commissioner Kinsella to approve Resolution No. 1375-03-18.

The vote taken thereon, the "Ayes" and "Nays" were as follows:

	AYE	NAY	ABSTAIN
Commissioner Choffo	x		
Commissioner Confessore	x		
Commissioner Kinsella	x		
Commissioner Mustilli	x		
Commissioner Pettigrew	x		
Chairman Doran	x		



**2018 HOUSING AUTHORITY BUDGET RESOLUTION  
HARRISON**

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

WHEREAS, the Annual Budget and Capital Budget for the Harrison Housing Authority for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 has been presented before the governing body of the Harrison Housing Authority at its open public meeting of February 7, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,432,724 Total Appropriations, including any Accumulated Deficit if any, of \$2,419,914 and Total Unrestricted Net Position utilized of \$ 0 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$249,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Harrison Housing Authority, at an open public meeting held on February 7, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Harrison Housing Authority for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Harrison Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on February 7, 2018.

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

2/7/2018  
(Date)

Governing Body

Recorded Vote

Member	Aye	Nay	Abstain	Absent
James Doran	X			
Arthur Pettigrew	X			
Irene Almeida				X
Daniel Choffo	X			
Frederick Confessore				X
Dawn Kinsella	X			
Brunilda Mustilli	X			

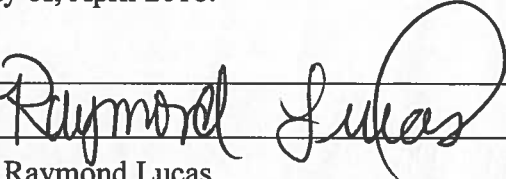
# 2018 ADOPTION CERTIFICATION

## HARRISON

### HOUSING AUTHORITY BUDGET

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

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Harrison Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 4th day of, April 2018.

Officer's Signature:			
Name:	Raymond Lucas		
Title:	Executive Director		
Address:	Harrison & Schuyler Avenue Harrison, NJ 07029		
Phone Number:	973-483-1488	Phone Number:	973-483-1488
E-mail address	rlucas@harrisonhousing.com		

# 2018 ADOPTED BUDGET RESOLUTION HARRISON HOUSING AUTHORITY

**RESOLUTION NO.: 1379-04-18**

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Harrison Housing Authority for the fiscal year beginning April 1, 2018 and ending, March 31, 2019 has been presented for adoption before the governing body of the Harrison Housing Authority at its open public meeting of April 2, 2018; and

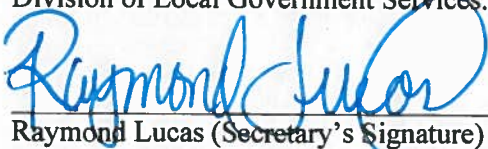
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,432,724, Total Appropriations, including any Accumulated Deficit, if any, of \$2,419,914 and Total Unrestricted Net Position utilized of \$2,383,954; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$249,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Harrison Housing Authority, at an open public meeting held on February 7, 2018 that the Annual Budget and Capital Budget/Program of the Harrison Housing Authority for the fiscal year beginning, April 1, 2018 and, ending, March 31, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

  
Raymond Lucas (Secretary's Signature)

4/2/18  
(Date)

Governing Body                      Recorded Vote

Member	Aye	Nay	Abstain	Absent
James Doran	X			
Arthur Pettigrew	X			
Daniel Choffo	X			
Frederick Confessore				X
Dawn Kinsella	X			
Brunilda Mustilli	X			

**2018 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

# 2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## HARRISON AUTHORITY BUDGET

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

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

1. Complete a brief statement on the 2018 proposed Annual Budget and make comparison to the 2017 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

**Salary and Wages - Administration** – The prior executive director (ED) recently passed away. The organization is currently searching for a new ED and have budgeted a full time salary. The previous ED was at a part time salary

**Fringe Benefits** – The fringe benefits include the 2017 anticipated increase in health care costs and also the additional allocated benefits related to the new ED.

**Miscellaneous Administration** – reduced budget amount based upon actual 2017 expense.

**Tenant Services** – reduced budget amount based upon actual 2017 expense.

**Utilities** – reduced budget amount based upon actual 2017 expense. The organization has begun bulk electrical services through the Hudson and Essex County Cooperative pricing system which has reduced costs of utilities.

**Insurance** – increased insurance costs budgeted amount based upon actual 2017 expense.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

**None, as rents are fixed by law.**

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

**No effect.**

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

**N/A**

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

**None**

6. The proposed budget must not reflect an anticipated deficit from 2018 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

**The implementation of GASB 68 (requiring an accrual for pension obligation to the state pension fund), which has caused the unrestricted net position to be in a negative position. For the 3/31/17 financials the impact of the GASB accrual of pension and OPEB accrual of \$3,622,469. The Organization continues to fund their state obligation based upon the annual assessment, which will continue to help reduce or manage the pension liability. Without the Pension and OPEB obligation the financials would reflect a positive unrestricted net position of \$2,365,540**

# HOUSING AUTHORITY CONTACT INFORMATION 2018

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

<b>Name of Authority:</b>	Town of Harrison Housing Authority		
<b>Federal ID Number:</b>	22-6002500		
<b>Address:</b>	Harrison & Schuyler Avenues		
<b>City, State, Zip:</b>	Harrison	NJ	07029
<b>Phone: (ext.)</b>	973-483-1488	<b>Fax:</b>	973-483-4277

<b>Preparer's Name:</b>	Michael W. Carlon, CPA		
<b>Preparer's Address:</b>	Geltrude & Company, LLC, CPA's 513 Franklin Avenue		
<b>City, State, Zip:</b>	Nutley	NJ	07110
<b>Phone: (ext.)</b>	973-667-9100	<b>Fax:</b>	973-667-5753
<b>E-mail:</b>	<a href="mailto:mcarlon@geltrude.com">mcarlon@geltrude.com</a>		

<b>Chief Executive Officer:</b>	Raymond Lucas		
<b>Phone: (ext.)</b>	973-483-1488	<b>Fax:</b>	973-483-4277
<b>E-mail:</b>	<a href="mailto:rlucas@harrisonhousing.com">rlucas@harrisonhousing.com</a>		

<b>Chief Financial Officer:</b>	Raymond Lucas		
<b>Phone: (ext.)</b>	973-483-1488	<b>Fax:</b>	973-483-4277
<b>E-mail:</b>	<a href="mailto:rlucas@harrisonhousing.com">rlucas@harrisonhousing.com</a>		

<b>Name of Auditor:</b>	Anthony Polcari		
<b>Name of Firm:</b>	Polcari & Polcari		
<b>Address:</b>	2035 Hamburg Turnpike Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	<a href="mailto:tony@polcari.com">tony@polcari.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## HARRISON

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

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2017 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 14
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, calendar year 2017 Transmittal of Wage and Tax Statements: \$859,049.71
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee?  
No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?  
NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all employees. We have it reviewed and approved by the Board of Commissioners and based on a survey of compensated data for comparable positions in similar sized entities.**



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

**Insert travel reimbursement worksheets and narrative of procedures for all employees.**

## **TRAVEL REIMBURSEMENT WORKSHEET**

<b>EXECUTIVE DIRECTOR - ROY ROGERS</b>			
<b>PHADA - CHICAGO, ILLINOIS</b>			
<b>29-Apr-17</b>			
<b># DAYS</b>	<b>SUBSISTENCE/DAY</b>	<b>TOTAL</b>	<b>DESCRIPTION</b>
2	\$75	\$150.00	
<b>HOTEL</b>		\$1,391.20	
<b>MILEAGE</b>	<b>FTR RATE</b>		
<b>TOLLS</b>			
<b>OTHER</b>	Round Trip Transportation	\$170.38	
<b>AIRLINES</b>	(luggage)	\$327.40	
<b>TOTAL</b>		<b>\$2,038.98</b>	

## TRAVEL REIMBURSEMENT WORKSHEET

COMMISSIONER ALMEIDA			
NJ - LEAGUE OF MUNICIPALITIES			
NOVEMBER 14 - 16, 2017			
# DAYS	SUBSISTENCE/DAY	TOTAL	DESCRIPTION
3	\$75	\$225.00	
<b>HOTEL</b>		\$199.38	
<b>MILEAGE</b>	<b>FTR RATE</b>		
	\$0.535	\$70.08	
<b>TOLLS</b>		\$2.25	
<b>OTHER</b>	PARK. & ENTRANCE FEE	\$80.00	
<b>AIRLINES</b>			
<b>TOTAL</b>		<b>\$576.71</b>	

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS  
HARRISON**

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

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

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.

**James Doran, Chairperson**

**Arthur Pettigrew, Vice-Chair**

**Irene Almeida, Daniel Choffo, Frederick Confessore, Dawn Kinsella, and Brunilda Mustilli.**

**\$0 compensation was paid to everyone.**

- 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.

**Eugene Gilmore - \$114,134 – Highest compensated employee.**

**Maureen Gilmore - \$101,338 – Highest compensated employee.**

**Doreen Couch - \$100,473 – Highest compensated employee.**

- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

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

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

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

a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and

b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

# 2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## HARRISON

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Harrison Housing Authority, on the 7th day of February 2018.

**OR**

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

Officer's Signature:			
Name:	James P. Doran		
Title:	Acting Executive Director		
Address:	Harrison & Schuyler Avenue Harrison, NJ 07029		
Phone Number:	973-483-1488	Phone Number:	973-483-1488
E-mail address	jdoran@harrisonhousing.com		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## HARRISON Housing Authority

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

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

Yes

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

Yes

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

**There would be no impact on the schedule of rents and/or user charges.**

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

Yes

*Add additional sheets if necessary.*

# Proposed Capital Budget

Harrison Housing Authority

For the Period April 1, 2018 to March 31, 2019

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<b>Public Housing Management</b>					
Fresh Air Vents Kingsland Court	\$ 63,000				\$ 63,000
Plumbing upgrades	161,000				161,000
Playground Equipment	25,000				25,000
Type in Description	-				
<b>Total</b>	<b>249,000</b>	-	-	-	<b>249,000</b>
<b>Section 8</b>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
<b>Total</b>	<b>-</b>	-	-	-	-
<b>Housing Voucher</b>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
<b>Total</b>	<b>-</b>	-	-	-	-
<b>Other Programs</b>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
<b>Total</b>	<b>-</b>	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 249,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 249,000</b>

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



# 5 Year Capital Improvement Plan

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

*Fiscal Year Beginning In*

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<b>Public Housing Management</b>							
Fresh Air Vents Kingsland Court	\$ 63,000	\$ 63,000					
Plumbing upgrades	161,000	161,000					
Playground Equipment	25,000	25,000					
Type in Description	1,566,724	-	306,724	315,000	315,000	315,000	315,000
<b>Total</b>	<b>1,815,724</b>	<b>249,000</b>	<b>306,724</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>
<b>Section 8</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Housing Voucher</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Programs</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$ 1,815,724</b>	<b>\$ 249,000</b>	<b>\$ 306,724</b>	<b>\$ 315,000</b>	<b>\$ 315,000</b>	<b>\$ 315,000</b>	<b>\$ 315,000</b>

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

# 5 Year Capital Improvement Plan Funding Sources

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

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Fresh Air Vents Kingsland Court	\$ 63,000			\$ 63,000	
Plumbing upgrades	161,000			161,000	
Playground Equipment	25,000			25,000	
Type in Description	1,566,724			1,566,724	
Total	1,815,724	-	-	-	1,815,724
<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>\$ 1,815,724</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,815,724</b>
Total 5 Year Plan per CB-4	<b>\$ 1,815,724</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

- 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.*

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

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

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)				Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
			Commissioner	Officer	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.)
1 James Doran	Chairman	1	X														0	255,364
2 Irene Almeida	Commissioner	1	X															131,438
3 Daniel Choffo	Commissioner	1	X															37,894
4 Brunilda Mustilli	Commissioner	1	X															53,324
5 Arthur Pettigrew	Commissioner	1	X															0
6 Dawn Kinsella	Commissioner	1	X															0
7 Frederick Confessore	Commissioner	1	X															0
8 Roy Rogers	Executive Director	16		X														228,855
9 Eugene Gilmore	Supervisor Maintena	40			X				3,500									207,263
10 Maureen Gilmore		40			X				8,000									122,134
11 Doreen Couch		40			X				23,699									125,037
12		40							21,895									122,368
13									0									0
14									0									0
15									0									0
Total:										\$ 364,941	\$ -	\$ -	\$ 57,094	\$ -	\$ 472,035	\$ 861,642	\$ -	\$ 1,283,677

(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

Harrison Housing Authority

For the Period April 1, 2018 to March 31, 2019

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee		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)
	Budget	Proposed	Budget	Proposed						
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	4	\$ 11,861	\$ 47,444	5	\$ 11,873	\$ 59,365	\$ (11,921)	-20.1%		
Parent & Child	2	21,231	42,462	1	21,253	21,209	21,209	99.8%		
Employee & Spouse (or Partner)	2	23,722	47,444	2	23,746	47,492	(48)	-0.1%		
Family	3	33,093	99,279	3	33,126	99,378	(99)	-0.1%		
Employee Cost Sharing Contribution (enter as negative - )			(45,234)			(45,342)	108	-0.2%		
Subtotal	11		191,395	11		182,146	9,249	5.1%		
<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	4	6,786	27,144	4	7,240	28,960	(1,816)	-6.3%		
Parent & Child			-			-	-	#DIV/0!		
Employee & Spouse (or Partner)	1	22,335	22,335	1	22,923	22,923	(588)	-2.6%		
Family			-			-	-	#DIV/0!		
Employee Cost Sharing Contribution (enter as negative - )			49,479	5		51,883	(2,404)	-4.6%		
Subtotal	5		49,479	5		51,883	(2,404)	-4.6%		
<b>GRAND TOTAL</b>	<b>16</b>		<b>\$ 240,874</b>	<b>16</b>		<b>\$ 234,029</b>	<b>\$ 6,845</b>	<b>2.9%</b>		

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

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

# Schedule of Accumulated Liability for Compensated Absences

Harrison Housing Authority

For the Period

April 1, 2018

to

March 31, 2019

Complete the below table for the Authority's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment Agreement	
Roy Rogers	31	\$ 7,059		X		
Joan Michealson	21	6,652		X		
Doreen Couch	159.75	64,961		X		
Maureen Gilmore	114	46,098		X		
Joanne Romano	23.25	3,682		X		
Michael Ferriero	124	39,755		X		
John Machado	138	42,554		X		
David Alday	75.25	23,977		X		
Eugene Gilmore	173.75	74,386		X		
Nuno Ligeiro	67.25	18,525		X		
Michael Kearney	42	9,926		X		
Anthony Ragusa	25	4,112		X		
Julio DePierola	17.25	2,500				
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 344,187</b>				

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

# Schedule of Shared Service Agreements

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

*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
Hudson County Cooperative Pricing System	Harrison Housing Authority	Bulk Electrical Service		4/1/2017	5/1/2018	
Essex County Cooperative Pricing System	Harrison Housing Authority	Bulk Electrical Service		4/1/2017	5/1/2018	

If No Shared Services X this Box

**2018 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

2018  
HARRISON

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM



# SUMMARY

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

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>	<b>All Operations</b>	<b>All Operations</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>REVENUES</b>								
Total Operating Revenues	\$ 2,311,724	\$ -	\$ -	\$ 2,311,724	\$ 2,335,063	\$ (23,339)	-1.0%	
Total Non-Operating Revenues	73,000	-	48,000	121,000	111,000	10,000	9.0%	
Total Anticipated Revenues	<u>2,384,724</u>	<u>-</u>	<u>48,000</u>	<u>2,432,724</u>	<u>2,446,063</u>	<u>(13,339)</u>	<u>-0.5%</u>	
<b>APPROPRIATIONS</b>								
Total Administration	735,906	-	36,000	771,906	709,092	62,814	8.9%	
Total Cost of Providing Services	1,648,008	-	-	1,648,008	1,722,499	(74,491)	-4.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Operating Appropriations	2,383,914	-	36,000	2,419,914	2,431,591	(11,677)	-0.5%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	2,383,914	-	36,000	2,419,914	2,431,591	(11,677)	-0.5%	
Less: Total Unrestricted Net Position Utilized	2,383,914	-	-	2,383,914	-	2,383,914	#DIV/0!	
Net Total Appropriations	-	-	36,000	36,000	2,431,591	(2,395,591)	-98.5%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<u>\$ 2,384,724</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,396,724</u>	<u>\$ 14,472</u>	<u>\$ 2,382,252</u>	<u>16461.1%</u>	

# Revenue Schedule

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

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>			<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	Proposed vs. Adopted	All Operations Adopted
						Operations	All Operations		
<b>OPERATING REVENUES</b>									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -		#DIV/0!
Dwelling Rental	1751618				1,751,618	1,734,324	17,294		1.0%
Excess Utilities	25000				25,000	25,000			0.0%
Non-Dwelling Rental					-	-			#DIV/0!
HUD Operating Subsidy	535106				535,106	575,739	(40,633)		-7.1%
New Construction - Acc Section 8					-	-			#DIV/0!
Voucher - Acc Housing Voucher					-	-			#DIV/0!
<b>Total Rental Fees</b>	<b>2,311,724</b>				<b>2,311,724</b>	<b>2,335,063</b>	<b>(23,339)</b>		<b>-1.0%</b>
<i>Other Operating Revenues (List)</i>									
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!
Type In (Grant, Other Rev)					-	-			#DIV/0!
<b>Total Other Revenue</b>					<b>-</b>	<b>-</b>			<b>#DIV/0!</b>
<b>Total Operating Revenues</b>	<b>2,311,724</b>				<b>2,311,724</b>	<b>2,335,063</b>	<b>(23,339)</b>		<b>-1.0%</b>
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
Capital Funds	48,000		48,000		96,000	96,000			0.0%
Late fees, etc	10,000				10,000	12,400	(2,400)		-19.4%
Type In					-	-			#DIV/0!
Type In					-	-			#DIV/0!
Type In					-	-			#DIV/0!
Type In					-	-			#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>58,000</b>			<b>48,000</b>	<b>106,000</b>	<b>108,400</b>	<b>(2,400)</b>		<b>-2.2%</b>
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	15,000				15,000	2,600	12,400		476.9%
Penalties					-	-			#DIV/0!
Other					-	-			#DIV/0!
<b>Total Interest</b>	<b>15,000</b>				<b>15,000</b>	<b>2,600</b>	<b>12,400</b>		<b>476.9%</b>
<b>Total Non-Operating Revenues</b>	<b>73,000</b>			<b>48,000</b>	<b>121,000</b>	<b>111,000</b>	<b>10,000</b>		<b>9.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,384,724</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$2,432,724</b>	<b>\$ 2,446,063</b>	<b>\$ (13,339)</b>		<b>-0.5%</b>

# Prior Year Adopted Revenue Schedule

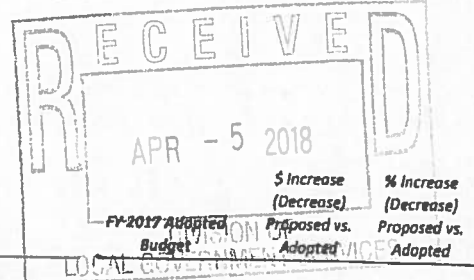
Harrison Housing Authority

*FY 2017 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,734,324				1,734,324
Excess Utilities	25,000				25,000
Non-Dwelling Rental					-
HUD Operating Subsidy					-
New Construction - Acc Section 8	575,739				575,739
Voucher - Acc Housing Voucher					-
<b>Total Rental Fees</b>	<b>2,335,063</b>	-	-	-	<b>2,335,063</b>
<i>Other Revenue (List)</i>					
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)					-
Type in (Grant, Other Rev)					-
<b>Total Other Revenue</b>	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,335,063</b>	-	-	-	<b>2,335,063</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Capital Fund	48,000			48,000	96,000
Late fees, commissions, etc	12,400				12,400
Type in					-
Type in					-
Type in					-
Type in					-
<b>Other Non-Operating Revenues</b>	<b>60,400</b>	-	-	<b>48,000</b>	<b>108,400</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	2,600				2,600
Penalties					-
Other					-
<b>Total Interest</b>	<b>2,600</b>	-	-	-	<b>2,600</b>
<b>Total Non-Operating Revenues</b>	<b>63,000</b>	-	-	<b>48,000</b>	<b>111,000</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,398,063</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$2,446,063</b>

# Appropriations Schedule

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



## FY 2018 Proposed Budget

	FY 2017 Adopted Budget				FY 2018 Proposed vs. Adopted			
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	393,808			18,000	\$ 411,808	\$ 363,908	\$ 47,900	13.2%
Fringe Benefits	193,709			8,000	201,709	178,000	23,709	13.3%
Legal	60,000				60,000	60,000	-	0.0%
Staff Training	-			10,000	10,000	10,000	-	0.0%
Travel	3,000				3,000	3,000	-	0.0%
Accounting Fees	20,400				20,400	20,400	-	0.0%
Auditing Fees	14,989				14,989	13,784	1,205	8.7%
Miscellaneous Administration*	50,000				50,000	60,000	(10,000)	-16.7%
<b>Total Administration</b>	<b>735,906</b>			<b>36,000</b>	<b>771,906</b>	<b>709,092</b>	<b>62,814</b>	<b>8.9%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	NDIV/OI
Salary & Wages - Maintenance & Operation	547,464				547,464	554,697	(7,233)	-1.3%
Salary & Wages - Protective Services					-	-	-	NDIV/OI
Salary & Wages - Utility Labor	54,990				54,990	59,411	(4,421)	-7.4%
Fringe Benefits	269,291				269,291	275,000	(5,709)	-2.1%
Tenant Services	4,000				4,000	6,700	(2,700)	-40.3%
Utilities	419,000				419,000	483,000	(64,000)	-13.3%
Maintenance & Operation	122,000				122,000	132,000	(10,000)	-7.6%
Protective Services					-	-	-	NDIV/OI
Insurance	96,000				96,000	85,000	11,000	12.9%
Payment in Lieu of Taxes (PILOT)	130,263				130,263	121,691	8,572	7.0%
Terminal Leave Payments					-	-	-	NDIV/OI
Collection Losses	5,000				5,000	5,000	-	0.0%
Other General Expense					-	-	-	NDIV/OI
Rents					-	-	-	NDIV/OI
Extraordinary Maintenance					-	-	-	NDIV/OI
Replacement of Non-Expendible Equipment					-	-	-	NDIV/OI
Property Betterment/Additions					-	-	-	NDIV/OI
Miscellaneous COPS*					-	-	-	NDIV/OI
<b>Total Cost of Providing Services</b>	<b>1,648,008</b>				<b>1,648,008</b>	<b>1,722,499</b>	<b>(74,491)</b>	<b>-4.3%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	NDIV/OI
<b>Total Operating Appropriations</b>	<b>2,383,914</b>			<b>36,000</b>	<b>2,419,914</b>	<b>2,431,591</b>	<b>(11,677)</b>	<b>-0.5%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	NDIV/OI
Renewal & Replacement Reserve					-	-	-	NDIV/OI
Municipality/County Appropriation					-	-	-	NDIV/OI
Other Reserves					-	-	-	NDIV/OI
<b>Total Non-Operating Appropriations</b>								
<b>TOTAL APPROPRIATIONS</b>	<b>2,383,914</b>			<b>36,000</b>	<b>2,419,914</b>	<b>2,431,591</b>	<b>(11,677)</b>	<b>-0.5%</b>
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,383,914</b>			<b>36,000</b>	<b>2,419,914</b>	<b>2,431,591</b>	<b>(11,677)</b>	<b>-0.5%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	NDIV/OI
Other	2,383,954				2,383,954	1,201,398	1,182,556	98.4%
<b>Total Unrestricted Net Position Utilized</b>	<b>2,383,954</b>				<b>2,383,954</b>	<b>1,201,398</b>	<b>1,182,556</b>	<b>98.4%</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ (40)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ 35,960</b>	<b>\$ 1,230,193</b>	<b>\$ (1,194,233)</b>	<b>-97.1%</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      \$ 119,195.70      \$ -      \$ -      \$ 1,800.00      \$ 120,995.70

# Prior Year Adopted Appropriations Schedule

## Harrison Housing Authority

### FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 342,308			\$ 21,600	\$ 363,908
Fringe Benefits	170,000			8,000	178,000
Legal	60,000				60,000
Staff Training				10,000	10,000
Travel	3,000				3,000
Accounting Fees	20,400				20,400
Auditing Fees	13,784				13,784
Miscellaneous Administration*	60,000				60,000
<b>Total Administration</b>	<b>669,492</b>	-	-	<b>39,600</b>	<b>709,092</b>
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	554,697				554,697
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	59,411				59,411
Fringe Benefits	275,000				275,000
Tenant Services	6,700				6,700
Utilities	483,000				483,000
Maintenance & Operation	132,000				132,000
Protective Services					-
Insurance	85,000				85,000
Payment in Lieu of Taxes (PILOT)	121,691				121,691
Terminal Leave Payments					-
Collection Losses	5,000				5,000
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
<b>Total Cost of Providing Services</b>	<b>1,722,499</b>	-	-	-	<b>1,722,499</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
<b>Total Operating Appropriations</b>	<b>2,391,991</b>	-	-	<b>39,600</b>	<b>2,431,591</b>
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
<b>Total Non-Operating Appropriations</b>	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>2,391,991</b>	-	-	<b>39,600</b>	<b>2,431,591</b>
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,391,991</b>	-	-	<b>39,600</b>	<b>2,431,591</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,391,991</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,600</b>	<b>\$ 2,431,591</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	\$ 119,599.55	-	-	\$ 1,980.00	\$ 121,579.55
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# Debt Service Schedule - Principal

Harrison Housing Authority

If Authority has no debt X this box

X

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
<b>TOTAL 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		Standard & Poors	
Fitch			

Bond Rating  
Year of Last Rating

# Debt Service Schedule - Interest

Harrison Housing Authority

If Authority has no debt X this box

Type in Issue Name	Fiscal Year Ending in					Total Interest Payments Outstanding		
	Proposed Budget Year 2018	2019	2020	2021	2022		2023	Thereafter
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

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

## FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 5,768,236	\$ -	\$ -	\$ -	\$ 5,768,236
Less: Invested in Capital Assets, Net of Related Debt (1)	7,025,165				7,025,165
Less: Restricted for Debt Service Reserve (1)					
Less: Other Restricted Net Position (1)					
<b>Total Unrestricted Net Position (1)</b>	<b>(1,256,929)</b>				<b>(1,256,929)</b>
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	3,311,445				3,311,445
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	329,438				329,438
Plus: Estimated Income (Loss) on Current Year Operations (2)					
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>2,383,954</b>				<b>2,383,954</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	2,383,954				2,383,954
Unrestricted Net Position Utilized in Proposed Capital Budget					
Appropriation to Municipality/County (3)					
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	<b>2,383,954</b>				<b>2,383,954</b>
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 119,196 \$ - \$ 1,800 \$ 120,996  
 (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.