

State Filing Year

2017

ADOPTED COPY

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

Start Year

End Year

Fiscal Year

2017

2017

Authority Budget of:

JAN 30 2017

LAKWOOD HOUSING AUTHORITY

For the Period:

January 1, 2017

to

December 31, 2017

www.lakewoodha.org

Authority Web Address

Department Of



**Community
Affairs**

JAN 27 2017



Division of Local Government Services

2017 HOUSING AUTHORITY BUDGET

Certification Section

2017

LAKEWOOD

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 01-01-2017 TO 12-31-2017

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: 1/11/2017

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: 1/31/2017

2017 PREPARER'S CERTIFICATION

LAKEWOOD

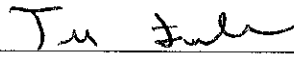
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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:	THOMAS FURLONG		
Title:	FEE ACCOUNTANT		
Address:	470 HIGHWAY 79, SUITE 2 MORGANVILLE, NJ 07751		
Phone Number:	732-591-2300	Fax Number:	732-591-2525
E-mail address	mrhval406@aol.com		

2017 APPROVAL CERTIFICATION

LAKEWOOD

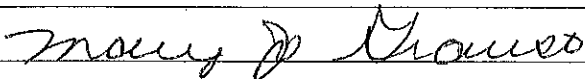
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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 LAKEWOOD Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 26 day of October, 2016.

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:	MARY JO GRAUSO		
Title:	EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVENUE, PO BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address	mgrauso@lakewoodha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.lakewoodha.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
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

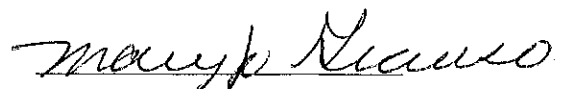
Name of Officer Certifying compliance

Mary Jo Grauso

Title of Officer Certifying compliance

Executive Director

Signature



RESOLUTION 5179

2017 LAKEWOOD HOUSING AUTHORITY BUDGET RESOLUTION

FISCAL YEAR: FROM: 1-1-2017 TO: 12-31-2017

WHEREAS, the Annual Budget and Capital Budget for the Lakewood Housing Authority for the fiscal year beginning JANUARY 1, 2017 and ending DECEMBER 31, 2017 have been presented before the governing body of the Lakewood Housing Authority at its open public meeting of OCTOBER 26, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 16,346,300 ,Total Appropriations, including any Accumulated Deficit if any, of \$ 16,204,270 and Total Unrestricted Net Position utilized of \$ 0 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 341,986 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and


WHEREAS, the schedule of rents, fees and other user 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 Lakewood Housing Authority, at an open public meeting held on OCTOBER 26, 2016 , that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lakewood Housing Authority for the fiscal year period beginning JANUARY 1, 2017 and ending DECEMBER 31, 2017 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 Lakewood Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on JANUARY 24, 2017 .


(Secretary's Signature)

10-26-16
(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Miriam Medina	X			
Eric C. Sherman	X			
Gregory Stafford Smith	X			
Joseph Weingarten				X
Nechama Heinemann				X
Angela R. Caldwell	X			
Shabsi Ganzweig	X			

2017 ADOPTION CERTIFICATION

LAKEWOOD

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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 LAKEWOOD Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 24 day of, January, 2017.

Officer's Signature:	<i>Mary Jo Grauso</i>		
Name:	MARY JO GRAUSO		
Title:	EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVENUE, PO BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address	mgrauso@lakewoodha.org		

RESOLUTION NO. 5188

2017

**LAKEWOOD HOUSING AUTHORITY
ADOPTED BUDGET RESOLUTION**

FISCAL YEAR: FROM 01-01-2017 TO 12-31-2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Lakewood Housing Authority for the fiscal year period beginning January 1, 2017 and ending December 31, 2017 has been presented for adoption before the governing body of the Lakewood Housing Authority at its open public meeting of January 24, 2017; 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 \$16,346,300, Total Appropriations, including any Accumulated Deficit if any, of \$16,204,270 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$341,986 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lakewood Housing Authority, at an open public meeting held on January 24, 2017 that the Annual Budget and Capital Budget/Program of the Lakewood Housing Authority for the fiscal year beginning January 1, 2017 and ending December 31, 2017 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.

Mary P. Monaco
(Secretary's Signature)

1-24-17
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Miriam Medina	X			
Joseph Weingarten				X
Eric C. Sherman				X
Gregory Stafford Smith	X			
Nechama Heinemann	X			
Angela Caldwell	X			
Shabsi Ganzweig	X			

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2017 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS
LAKEWOOD
(Name)**

AUTHORITY BUDGET

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). SEE ATTACHED

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

Rents are fixed by law so this budget will have no impact on charges to residents.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. NONE

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.). N/A

6. The proposed budget must not reflect an anticipated deficit from 2017 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**) N/A

LAKWOOD HOUSING AUTHORITY
EXPLANATION OF VARIANCES OVER 10%
DECEMBER 31, 2017

OPERATING REVENUES:

Excess Utilities- (-100%) Conversion to RAD so PHA cannot charge residents for excess utilities.

HUD Operating Subsidy-(+67.7%) Conversion to RAD increased subsidy to PHA

Tenant Sales/services-(-38%) Decrease in expected fraud collections.

Section 8 ACC-(+24.7%) Rad conversion of 206 public housing units to project based voucher rental assistance.

Cell Towers- (-47.8%) consolidation of 2 cell tower contracts into 1 reducing annual amount.

OPERATING APPROPRIATIONS:

Rents- (+25.2%) Rad conversion of 206 public housing units to project based voucher rental assistance.

Misc. Admin. - (+13.9%)- PHA cost associated with inspections for 206 project based vouchers.

HOUSING AUTHORITY CONTACT INFORMATION

2017

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

Name of Authority:	LAKEWOOD HOUSING AUTHORITY		
Federal ID Number:			
Address:	317 SAMPSON AVENUE, PO BOX 1599		
City, State, Zip:	LAKEWOOD	NJ	08701
Phone: (ext.)	732-364-1300	Fax:	732-367-3299

Preparer's Name:	THOMAS FURLONG		
Preparer's Address:	470 HIGHWAY 79, SUITE 2		
City, State, Zip:	MORGANVILLE, NJ	NJ	07751
Phone: (ext.)	732-591-2300	Fax:	732-591-2525
E-mail:	mrhyal406@aol.com		

Chief Executive Officer:	MARY JO GRAUSO		
Phone: (ext.)	732-364-1300 (113)	Fax:	732-367-3299
E-mail:	mgrauso@lakewood.org		

Chief Financial Officer:	SCOTT PARSONS		
Phone: (ext.)	732-364-1300 (109)	Fax:	732-367-3299
E-mail:	sparsons@lakewoodha.org		

Name of Auditor:	RICHARD LARSEN		
Name of Firm:	FALLON & LARSEN, LLP		
Address:	252 WASHINGTON STREET SUITE B		
City, State, Zip:	TOMS RIVER	NJ	08753
Phone: (ext.)	732-503-4257	Fax:	732-341-1424
E-mail:	rlarsen@falloncpa.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

LAKWOOD

(Name)

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 24
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 1,087,841
- 3) Provide the number of regular voting members of the governing body: 7 (1 Open)
- 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://fds.state.nj.us/njdca_prod/fdssearch.aspx 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:
 - j. A current or former commissioner, officer, key employee, or highest compensated employee?
no
 - k. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
 - l. 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?
no

If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. no If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all employees.**

Page N-3 (1 of 2)

Executive Director reviews all employees and the Board of Commissioners approve salary increases.

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

Lakewood Housing Authority
Detailed Travel Expenses
01/01/16-09/30/16

Date	Employee	Amount	Type	Reason
3/10/2016	Mary Jo Grauso	\$ 79.59	Mileage	Mileage reimbursement for travel to Toms River planning board
3/29/2016	Teresa Acosta	\$ 112.85	Mileage/per diem	Travel to attend Rutgers course
4/7/2016	Mady Leonard	\$ 188.47	Tolls	Parkway tolls for Section 8 HQS inspections
4/4/2016	Teresa Acosta	\$ 105.63	Mileage/per diem	Travel to attend Rutgers course
4/26/2016	Mary Jo Grauso	\$ 445.72	Mileage/per diem /hotel	Travel to attend NJ NAHRO conference in Atlantic City
4/27/2016	Teresa Acosta	\$ 240.80	Mileage/per diem	Travel to attend NJ NAHRO conference in Atlantic City
4/27/2016	Scott Parsons	\$ 362.99	Mileage/per diem/hotel	Travel to attend NJ NAHRO conference in Atlantic City
5/23/2016	Teresa Acosta	\$ 112.20	Mileage/per diem	Travel to attend Rutgers course
5/23/2016	Teresa Acosta	\$ 36.25	Mileage/per diem	Travel to attend Rutgers course
5/31/2016	Mady Leonard	\$ 140.98	Tolls	Parkway tolls for Section 8 HQS inspections
5/26/2016	Teresa Acosta	\$ 111.20	Mileage/ per diem	Travel to attend Rutgers course
6/6/2016	Ez Pass	\$ 34.00	Tolls	Parkway tolls for Section 8 HQS inspections
6/15/2016	Mary Jo Grauso	\$ 162.42	Mileage/per diem/hotel	Travel to attend RAD conference
6/22/2016	Teresa Acosta	\$ 120.83	Mileage/per diem	Travel to attend RAD conference
6/22/2016	Teresa Acosta	\$ 112.20	Mileage/per diem	Travel to attend Rutgers course
6/30/2016	Mary Jo Grauso	\$ 209.90	Mileage/per diem	Mileage reimbursement for Berkeley hearings & Princeton HA
8/25/2016	Mady Leonard	\$ 190.38	Tolls	Parkway tolls for Section 8 HQS inspections
9/19/2016	Scott Parsons	\$ 133.74	Hotel	Travel to attend NJAHRA conference in Atlantic City
9/28/2016	Mary Jo Grauso	\$ 224.67	Mileage/per diem /hotel	Travel to attend NJAHRA conference in Atlantic City
9/28/2016	Scott Parsons	\$ 99.21	Mileage/per diem	Travel to attend NJAHRA conference in Atlantic City

\$ 3,224.03

Total

TRAVEL POLICY OF THE HOUSING AUTHORITY
OF THE TOWNSHIP OF LAKEWOOD

1. Employees or Commissioners of the Lakewood Housing Authority may perform official travel upon authorization by the Board. Each trip to a destination outside of the jurisdiction of the Lakewood Housing Authority shall specifically have prior authorization by Resolution of the Board approving the trip as essential to the conduct of its programs. Local travel such as to the Regional or Area office and to nearby communities to carry out normal operating functions shall be approved by the Executive Director in accordance with this policy. In order to be fiscally responsible the event to be attended must offer training or information that is vital, new or crucial to the functioning of the Housing Authority

The attendee will submit a written and/or verbal report to the Board at the next scheduled Board meeting. All information received at the conference will be distributed to the Board for review. The Executive Director will collect the information and keep it on file at the Administration offices of the Housing Authority.

In those instances when the need for essential travel of an unanticipated and unscheduled nature arises prior to the next regular Board meeting, the Executive Director shall receive verbal approval from the Board Chairman or a majority of the Board for such travel and shall document and include same in a resolution which shall be approved at the next regular Board meeting. Local agency attendance at conferences, conventions, and meeting shall be limited to the number of persons necessary to cover the meeting adequately.

2. The Authority shall pay for transportation costs for employees or Commissioners authorized to travel on official business. Air line (tourist or coach) or first class rail and Pullman accommodations (lower berth, roomette, or parlor car seat), if advantageous, shall be the standard means of transportation. The Authority shall advance or reimburse for the cost of transportation at a rate consistent with the most reasonable public common carrier and most direct route. Costs of taxi fares, telephone calls, telegrams, secretarial services, and similar items necessarily incident to the performance of official business, shall be considered reimbursable items.
3. The cost of a moderate single room at the conference or accommodating hotel, or lodging at a cost consistent with this rate, shall be advanced by the Authority, or considered a reimbursable item. The Authority will advance funds for the cost of registration, or reimburse for such costs. Per diem adjustments to the allowances for food and lodging shall be made in cases where accommodation and/or meals are included in a registration fee.

In addition to reimbursable costs as outlined above, an allowance for subsistence in lieu of actual expenses shall be paid at a rate not to exceed \$60 per day for

food, plus \$15 per day for incidentals such as gratuities, for employees, Commissioners and consultants of the Authority who receive no compensation.

4. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be limited to the cost of common carrier service permitted herein. Where it has been determined and recorded in a Board Resolution that travel by private car is more advantageous to the Authority than travel by common carrier, reimbursement shall be made at the rate of ~~32.5 cents per mile~~ (or the established IRS amount). In no event shall such mileage allowance exceed common carrier costs. This determination is not required in connection with reimbursement for trips to nearby communities to carry out normal operating functions. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only in the case of privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage or for car expenditures.
5. All travel expenses, shall be recorded, signed by the traveler, supported by receipts and/or other documents of expenses and approved by the Executive Director or the Assistant Executive Director prior to reimbursement. Receipts or other documents of expense shall not be necessary for the \$75 total per diem allowance in lieu of actual expenses for food and gratuities.

Adopted: January 16, 1995
Revised: January 20, 1998
Revised: September 13, 2001
Revised: October 23, 2002

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**
LAKEWOOD
(Name)

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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:

- i) 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
- j) 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, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 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 January 1, 2017 to Lakewood December 31, 2017

Reportable Compensation from Authority (W-2/1099)

Name	Title	Position				Reportable Compensation from Authority (W-2/1099)			Average Hours per Week Dedicated to Position	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body 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.)	Total Compensation from Authority
1 Miriam Medina	Chairperson	X	X												0			
2 Eric Sherman	Vice Chair	X	X												0			
3 Gregory Stafford Smith	2nd Vice Chair	X													0			
4 Nechama Heinemann	Commissioner	X													0			
5 Angela R. Caldwell	Commissioner	X													0			
6 Shabsi Ganzweig	Commissioner	X													0			
7 Mary Jo Grauso	Executive Director		X	X				6,939	8,585	156,124					156,124			
8 Scott Parsons	Assistant Executive Director		X	X				4,697	7,441	150,674					150,674			
9															0			
10															0			
11															0			
12															0			
13															0			
14															0			
15															0			
Total:													\$ 269,136	\$ 10,000	\$ 11,636	\$ 16,026	\$ 306,798	\$ 306,798

(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

Lakewood
 For the Period January 1, 2017 to December 31, 2017

	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)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate Proposed Budget						
Active Employees - Health Benefits - Annual Cost								
Single Coverage	9	\$ 12,467	\$ 112,203	9	\$ 11,873	\$ 106,857	\$ 5,346	5.0%
Parent & Child	1	22,316	22,316	1	21,253	21,253	1,063	5.0%
Employee & Spouse (or Partner)	1	24,933	24,933	1	23,746	23,746	1,187	5.0%
Family	2	30,478	60,956	2	29,026	58,052	2,904	5.0%
Employee Cost Sharing Contribution (enter as negative -)			(50,730)			(48,315)	(2,415)	5.0%
Subtotal	13		169,678	13		161,593	8,085	5.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	0			0				#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	1	6,810	6,810	1	6,485	6,485	325	5.0%
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	1		6,810	1		6,485	325	5.0%
GRAND TOTAL	14		\$ 176,488	14		\$ 168,078	\$ 8,410	5.0%

Yes	Yes or No
Yes	Yes or No

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)

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

LAKWOOD HOUSING AUTHORITY
 ACCRUED COMP. ABSENCES
 DECEMBER 31, 2015

EMPLOYEE	SALARY	HOURLY RATE	SICK LEAVE HOURS	SICK LEAVE ACCRUAL	VACATION HOURS	VACATION ACCRUAL	TOTAL	PHA	SEC 8
GRAUSO	134735	74.03	159.25	5,894.66	212.00	15,694.41	21,589.06	16,191.80	5,397.27
PARSONS	129420	71.11	19.75	702.21	14.75	1,048.87	1,751.08	1,663.53	87.55
CRUZ	33124	18.20	662.50	6,028.75	92.50	1,683.50	7,712.25	0.00	7,712.25
N. BERRIOS	63718	35.01	514.25	9,001.92	20.00	700.20	9,702.12	0.00	9,702.12
MANFREDI	34525	18.97	3.50	33.20	3.25	61.65	94.85	0.00	94.85
T. BERRIOS	47247	25.96	488.25	6,337.46	38.50	999.46	7,336.91	7,336.91	0.00
TARANTO	37401	20.55	636.75	6,542.61	39.75	816.86	7,359.47	0.00	7,359.47
ALEXANDER	39203	21.54	9.50	102.32	152.50	3,284.87	3,387.18	0.00	3,387.18
GARCIA	40513	22.26	254.00	2,827.01	45.25	1,007.26	3,834.27	0.00	3,834.27
LEONARD	35618	19.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACOSTA	53708	29.51	185.50	2,737.04	37.00	1,091.87	3,828.91	3,063.13	765.78
HEILMANN	35526	19.52	260.50	2,542.45	3.50	68.32	2,610.77	0.00	2,610.77
GIACOBBE	71989	34.61	70.00	1,211.35	66.00	2,284.27	3,495.62	3,495.62	0.00
DODGE	41600	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HANNON	48797	23.46	273.50	3,208.17	52.00	1,219.93	4,428.09	4,428.09	0.00
SALAS	37523	18.04	24.00	216.48	0.00	0.00	216.48	216.48	0.00
			3,561.25	47,385.61	777.00	29,961.45	77,347.06	36,395.56	40,951.50

Taxes	5,917.05	2,784.26	3,132.79
Total	83,264.11	39,179.82	44,084.29
Prior Yr	77,571.49	30,761.84	46,809.65
Adjustment	5,692.62	8,417.98	-2,725.36

VACATION-NO MORE THAN 2 YEARS

SICK- RATE X 1/2 HOURS-\$15000 MAX

	0.00	0.00	0.00
	0.00	0.00	0.00
CY Accrual	5,692.62	8,417.98	-2,725.36

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **January 1, 2017** to **December 31, 2017**
Lakewood

	FY 2017 Proposed Budget					FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted			
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations				Total All Operations	All Operations	All Operations
REVENUES											
Total Operating Revenues	\$ -	\$ -	\$ 14,181,000	\$ 2,017,200	\$ 16,198,200	\$ 12,972,200	\$ 3,226,000	24.9%			
Total Non-Operating Revenues	-	-	73,100	75,000	148,100	151,000	(2,900)	-1.9%			
Total Anticipated Revenues	-	-	14,254,100	2,092,200	16,346,300	13,123,200	3,223,100	24.6%			
APPROPRIATIONS											
Total Administration	-	-	1,091,450	395,770	1,487,220	1,451,350	35,870	2.5%			
Total Cost of Providing Services	-	-	13,133,000	1,234,050	14,367,050	11,670,400	2,696,650	23.1%			
Total Principal Payments on Debt Service in lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!			
Total Operating Appropriations	-	-	14,224,450	1,629,820	15,854,270	13,121,750	2,732,520	20.8%			
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!			
Total Other Non-Operating Appropriations	-	-	-	350,000	350,000	-	350,000	#DIV/0!			
Total Non-Operating Appropriations	-	-	-	350,000	350,000	-	350,000	#DIV/0!			
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!			
Total Appropriations and Accumulated Deficit	-	-	14,224,450	1,979,820	16,204,270	13,121,750	3,082,520	23.5%			
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!			
Net Total Appropriations	-	-	14,224,450	1,979,820	16,204,270	13,121,750	3,082,520	23.5%			
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ 29,650	\$ 112,380	\$ 142,030	\$ 1,450	\$ 140,580	9695.2%			

Revenue Schedule

Lakewood
For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget

	FY 2017 Proposed Budget				FY 2016 Adopted Budget		\$ increase (Decrease)	% increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental			759,000		759,000	759,150	(150)	0.0%
Excess Utilities					-	8,400	(8,400)	-100.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy			1,160,000		1,160,000	691,600	468,400	67.7%
New Construction - Acc Section 8			0		-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			1,415,600		1,415,600	11,349,050	2,806,950	24.7%
Total Rental Fees	-	-	14,156,000	1,919,000	16,075,000	12,808,200	3,266,800	25.5%
<i>Other Operating Revenues (List)</i>								
Cell Towers			0	24,000	24,000	46,000	(22,000)	-47.8%
Mgt Services			0	65,000	65,000	65,000	-	0.0%
Laundry Commissions			0	3,200	3,200	3,000	200	6.7%
Tenant Sales/Services/CFP/Frauds			25,000	6,000	31,000	50,000	(19,000)	-38.0%
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Total Other Revenue	-	-	25,000	98,200	123,200	164,000	(40,800)	-24.9%
Total Operating Revenues	-	-	14,181,000	2,017,200	16,198,200	12,972,200	3,226,000	24.9%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
FSS Coordinator			67,500		67,500	70,000	(2,500)	-3.6%
Capital Fund					-	-	-	#DIV/0!
RAD Conversion Funding				72,000	72,000	72,000	-	0.0%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	67,500	72,000	139,500	142,000	(2,500)	-1.8%
<i>Interest on Investments & Deposits (List)</i>								
Investments			5,600	3,000	8,600	9,000	(400)	-4.4%
Security Deposits					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	-	-	5,600	3,000	8,600	9,000	(400)	-4.4%
Total Non-Operating Revenues	-	-	73,100	75,000	148,100	151,000	(2,900)	-1.9%
TOTAL ANTICIPATED REVENUES	\$ -	\$ -	\$ 14,254,100	\$ 2,092,200	\$ 16,346,300	\$ 13,123,200	\$ 3,223,100	24.6%

Prior Year Adopted Revenue Schedule

Lakewood

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	759,150				759,150
Excess Utilities	8,400				8,400
Non-Dwelling Rental					-
HUD Operating Subsidy	691,600				691,600
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			11,349,050		11,349,050
Total Rental Fees	1,459,150	11,349,050	-	-	12,808,200
<i>Other Revenue (List)</i>					
Cell Towers	46,000				46,000
Mgt Services	65,000				65,000
Laundry Commissions	3,000				3,000
Tenant Sales/Services/CFP/Frauds	10,000	40,000			50,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	124,000	40,000	-	-	164,000
Total Operating Revenues	1,583,150	11,389,050	-	-	12,972,200
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
FSS Coordinator		70,000			70,000
Capital Fund					-
RAD Conversion Funding	72,000				72,000
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	72,000	70,000	-	-	142,000
<i>Interest on Investments & Deposits</i>					
Investments	6,250	2,750			9,000
Security Deposits					-
Other					-
Total Interest	6,250	2,750	-	-	9,000
Total Non-Operating Revenues	78,250	72,750	-	-	151,000
TOTAL ANTICIPATED REVENUES	\$ 1,661,400	\$ 11,461,800	\$ -	\$ -	\$ 13,123,200

Appropriations Schedule

Lakewood
For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget				Total All Operations	FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted				
	Public Housing Management	Section 8	Housing Voucher	Other Programs					Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS												
<i>Administration</i>												
Salary & Wages		\$ 622,180	\$ 247,190	\$ 869,370	\$ 852,050	\$ 17,320	2.0%					
Fringe Benefits		267,670	93,180	360,850	365,800	(4,950)	-1.4%					
Legal		24,800	6,200	31,000	30,500	500	1.6%					
Staff Training		3,500	3,500	7,000	7,000	-	0.0%					
Travel		8,000	2,000	10,000	10,000	-	0.0%					
Accounting Fees		16,800	4,200	21,000	20,000	1,000	5.0%					
Auditing Fees		11,500	4,500	16,000	15,000	1,000	6.7%					
Miscellaneous Administration*		137,000	35,000	172,000	151,000	21,000	13.9%					
Total Administration		1,091,450	395,770	1,487,220	1,451,350	35,870	2.5%					
<i>Cost of Providing Services</i>												
Salary & Wages - Tenant Services				-	-	-	#DIV/0!					
Salary & Wages - Maintenance & Operation			165,450	165,450	151,530	13,920	9.2%					
Salary & Wages - Protective Services				-	-	-	#DIV/0!					
Salary & Wages - Utility Labor			70,910	70,910	69,720	1,190	1.7%					
Fringe Benefits			123,860	123,860	122,020	1,840	1.5%					
Tenant Services			15,000	15,000	15,000	-	0.0%					
Utilities			427,240	427,240	410,160	17,080	4.2%					
Maintenance & Operation			270,000	270,000	248,000	22,000	8.9%					
Protective Services				60,000	60,000	60,000	-	0.0%				
Insurance		15,000	67,000	82,000	75,000	7,000	9.3%					
Payment in Lieu of Taxes (PILOT)			26,090	26,090	28,770	(2,680)	-9.3%					
Terminal Leave Payments				-	-	-	#DIV/0!					
Collection Losses			6,000	6,000	6,000	-	0.0%					
Other General Expense		12,000		12,000	12,000	-	0.0%					
Rents		13,106,000		13,106,000	10,469,700	2,636,300	25.2%					
Extraordinary Maintenance				-	-	-	#DIV/0!					
Replacement of Non-Expendible Equipment			2,500	2,500	2,500	-	0.0%					
Property Betterment/Additions				-	-	-	#DIV/0!					
Miscellaneous COPS*				-	-	-	#DIV/0!					
Total Cost of Providing Services		13,133,000	1,234,050	14,367,050	11,670,400	2,696,650	23.1%					
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!					
Total Operating Appropriations		14,224,450	1,629,820	15,854,270	13,121,750	2,732,520	20.8%					
NON-OPERATING APPROPRIATIONS												
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!					
Operations & Maintenance Reserve				-	-	-	#DIV/0!					
Renewal & Replacement Reserve			350,000	350,000	-	350,000	#DIV/0!					
Municipality/County Appropriation				-	-	-	#DIV/0!					
Other Reserves				-	-	-	#DIV/0!					
Total Non-Operating Appropriations		-	350,000	350,000	-	350,000	#DIV/0!					
TOTAL APPROPRIATIONS		14,224,450	1,979,820	16,204,270	13,121,750	3,082,520	23.5%					
ACCUMULATED DEFICIT												
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT		14,224,450	1,979,820	16,204,270	13,121,750	3,082,520	23.5%					
UNRESTRICTED NET POSITION UTILIZED												
Municipality/County Appropriation				-	-	-	#DIV/0!					
Other				-	-	-	#DIV/0!					
Total Unrestricted Net Position Utilized		-	-	-	-	-	#DIV/0!					
TOTAL NET APPROPRIATIONS		\$ 14,224,450	\$ 1,979,820	\$ 16,204,270	\$ 13,121,750	\$ 3,082,520	23.5%					

* 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 \$ - \$ - \$ 711,222.50 \$ 81,491.00 \$ 792,713.50

Prior Year Adopted Appropriations Schedule

Lakewood

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 325,790	\$ 526,260			\$ 852,050
Fringe Benefits	109,130	256,670			365,800
Legal	6,100	24,400			30,500
Staff Training	3,500	3,500			7,000
Travel	2,000	8,000			10,000
Accounting Fees	4,000	16,000			20,000
Auditing Fees	4,500	10,500			15,000
Miscellaneous Administration*	32,000	119,000			151,000
Total Administration	487,020	964,330	-	-	1,451,350
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	151,530				151,530
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	69,720				69,720
Fringe Benefits	122,020				122,020
Tenant Services	15,000				15,000
Utilities	410,160				410,160
Maintenance & Operation	248,000				248,000
Protective Services	60,000				60,000
Insurance	60,000	15,000			75,000
Payment in Lieu of Taxes (PILOT)	28,770				28,770
Terminal Leave Payments					-
Collection Losses	6,000				6,000
Other General Expense		12,000			12,000
Rents		10,469,700			10,469,700
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	2,500				2,500
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,173,700	10,496,700	-	-	11,670,400
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	1,660,720	11,461,030	-	-	13,121,750
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	1,660,720	11,461,030	-	-	13,121,750
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,660,720	11,461,030	-	-	13,121,750
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,660,720	\$ 11,461,030	\$ -	\$ -	\$ 13,121,750

* 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	\$ 83,036.00	\$ 573,051.50	\$ -	\$ -	\$ 656,087.50
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Debt Service Schedule - Principal

Lakewood

If Authority has no debt X this box

Fiscal Year Ending in

	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	Total Principal Outstanding
Type in Issue Name								\$ -
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

	Moody's	Fitch	
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

Lakewood

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>					Thereafter	Total Interest Payments Outstanding
	Adopted Budget Year 2016	Proposed Budget Year 2017	2018	2019	2020		
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
Type in Issue Name							
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY							
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Lakewood

For the Period January 1, 2017

to December 31, 2017

FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 11,197,281	\$ -	\$ 775,431	\$ -	\$ 11,972,712
Less: Invested in Capital Assets, Net of Related Debt (1)	4,092,228				4,092,228
Less: Restricted for Debt Service Reserve (1)	6,074,763		757,616		6,832,379
Less: Other Restricted Net Position (1)	1,030,290		17,815		1,048,105
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)	1,621,186		1,326,424		2,947,610
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					
Plus: Estimated Income (Loss) on Current Year Operations (2)	680		770		1,450
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	2,652,156		1,345,009		3,997,165
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	\$ 2,652,156	\$ -	\$ 1,345,009	\$ -	\$ 3,997,165

(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 \$ - \$ - \$ 711,223 \$ 98,991 \$ 810,214

(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.

2017
LAKEWOOD
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

LAKEWOOD

(Name)

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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 Lakewood Housing Authority, on the 26 day of October, 2016.

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:	<i>Mary Jo Grauso</i>		
Name:	MARY JO GRAUSO		
Title:	EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVENUE, PO BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address:	mgrauso@lakewoodha.org		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

LAKEWOOD Housing Authority

(Name)

FISCAL YEAR: FROM: 01-01-2017 TO: 12-31-2017

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?

The Authority's Annual and 5 Year Plan is prepared in consultation with Authority residents.

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?
20 years

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.

None

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

None

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

Yes

Add additional sheets if necessary.

Proposed Capital Budget

Lakewood
For the Period January 1, 2017 to December 31, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants
<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>					
RAD PHYSICAL IMPROVEMENTS	341,986		\$ 341,986		
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	341,986		341,986		
TOTAL PROPOSED CAPITAL BUDGET	\$ 341,986	\$ -	\$ 341,986	\$ -	\$ -

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

Lakewood
For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2017	2018	2019	2020	2021	2022
<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>							
RAD PHYSICAL IMPROVEMENTS	2,374,679	341,986	\$ 336,618	\$ 410,034	\$ 510,688	\$ 440,617	\$ 334,736
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	2,374,679	341,986	336,618	410,034	510,688	440,617	334,736
TOTAL	\$ 2,374,679	\$ 341,986	\$ 336,618	\$ 410,034	\$ 510,688	\$ 440,617	\$ 334,736

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

Lakewood
For the Period January 1, 2017 to December 31, 2017

	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>						
RAD PHYSICAL IMPROVEMENTS	2,374,679	\$ 2,374,679				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	2,374,679					
TOTAL	\$ 2,374,679	\$ -	\$ 2,374,679	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	<u>\$ 2,374,679</u>					
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.