

original

*Authority Budget of:*

**ADOPTED COPY**

*Lakewood Housing Authority*

**State Filing Year**

**2020**

*For the Period:*

*January 1, 2020*

*to*

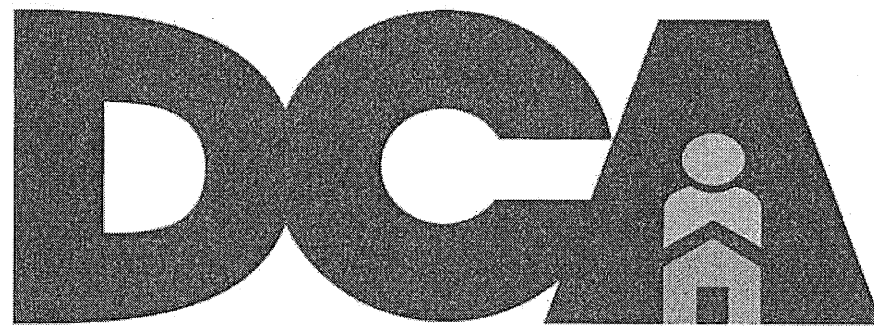
*December 31, 2020*

[www.lakewoodha.org](http://www.lakewoodha.org)

Authority Web Address

RECEIVED  
JAN 17 2020

RECEIVED  
2020 JAN -7 3:02  
LOCAL GOVT SERVICES  
**APPROVED COPY**



NJ DEPARTMENT OF  
**Community Affairs**

RECEIVED  
2019 NOV 20 P 3:01  
LOCAL GOVT SERVICES

*Division of Local Government Services*

**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**ADOPTED HOUSING AUTHORITY BUDGET**  
**ADOPTED BUDGET TRANSMITTAL PACKAGE (After Adoption of Budget)**

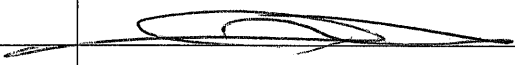
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803.* Check the box of each item to indicate that it is included in budget or has been completed.

**Adopted Authority Budget Document**

- 2 copies of the Adopted budget document submitted that includes all pages completed
  - All items on the Introduced Budget Transmittal Package completed and included
  - Page C-6 Signed with Manual Signature along with title, address, e-mail address, phone number and fax number.
  - Page C-7 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)**

**PDF of Adopted Budget (All pages)**

- Submit a pdf copy of the budget package (Adopted) to [authoritiesunit@dca.nj.gov](mailto:authoritiesunit@dca.nj.gov) with the name of the authority in the subject line along with wording Adopted Budget.

Official's Signature:			
Name:	Scott E. Parsons		
Title:	Acting Executive Director		
Address:	317 Sampson Avenue Lakewood, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address:	sparsons@lakewoodha.org		

**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**PROPOSED INTRODUCED HOUSING AUTHORITY BUDGET**  
**INTRODUCED BUDGET TRANSMITTAL PACKAGE**

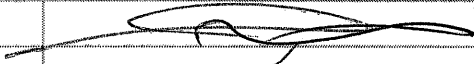
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803*. Check the box of each item to indicate that it is included in budget or has been completed.

**Proposed Introduced Authority Budget Document**

- 2 copies of the Introduced budget document that includes all pages completed
- Authority Name and Fiscal Year are filled in
- Signature blocks on Pages C-2, C-3, and C-4 are filled in along with title, address, e-mail address, phone number and fax number.
- Page C-5 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote  
**Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)**
- Page C-5 Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
- Page C-5 Authority Budget Resolution is signed with original handwritten signature
- Budget Narrative (N Pages) and Information Section is complete (All items answered or indicated N/A)
- Pages N-6 and F-8 applicable amounts agree to the most recent issued audit report of the Authority
- Sheets not completed have an explanation on them (Such as Authority has no Debt Service)

**Introduced Capital Budget (Page CB-1 through CB-5)**

- Authority Name and Fiscal Year are filled in
- Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number and proper Box Checked off (Top Box 1 Have a Capital Budget or Bottom Box 2 Don't have a Capital Budget)
- Page CB-2-- has all questioned answered or an explanation why question does not apply
- Page CB-5---Balance Check amount equals Zero

Official's Signature:			
Name:	SCOTT PARSONS		
Title:	ACTING EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVE., P.O. BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address:	sparsons@lakewoodha.org		

**2020 (2020-2021) HOUSING AUTHORITY BUDGET**

**Certification Section**

2020 (2020-2021)

LAKEWOOD

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM JANUARY 1, 2020 TO DECEMBER 31, 2020

*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. Cwent CPA RMA Date: 12/11/2019

**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. Cwent CPA RMA Date: 1/13/2020

# 2020 (2020-2021) PREPARER'S CERTIFICATION

**LAKEWOOD**


(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020

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, CPA		
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	thomasfurlongcpa@gmail.com		

# 2020 (2020-2021) APPROVAL CERTIFICATION

**LAKEWOOD**


(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020**

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 13<sup>TH</sup> day of NOVEMBER, 2019.

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:	SCOTT PARSONS		
Title:	ACTING EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVENUE, P.O. BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address	sparsons@lakewoodha.org		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.lakewoodha.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- The budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

SCOTT PARSONS

Title of Officer Certifying compliance

ACTING EXECUTIVE DIRECTOR

Signature

Page C-4



**RESOLUTION 5247**

**2020 (2020-2021) LAKEWOOD HOUSING AUTHORITY  
BUDGET RESOLUTION**

**FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020**

WHEREAS, the Annual Budget and Capital Budget for the Lakewood Housing Authority for the fiscal year beginning JANUARY 1, 2020 and ending DECEMBER 31, 2020 have been presented before the governing body of the Lakewood Housing Authority at its open public meeting of NOVEMBER 13, 2019 ; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 15,994.920, Total Appropriations, including any Accumulated Deficit if any, of \$ 16,096.270 and Total Unrestricted Net Position utilized of \$ 101,350 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 510,688 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

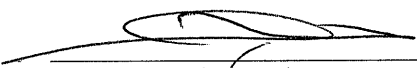
WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide 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 NOVEMBER 13, 2019, 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, 2020 and ending DECEMBER 31, 2020 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 DECEMBER 17, 2019.

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

11/13/19  
\_\_\_\_\_  
(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Miriam Medina	X			
Gregory Stafford Smith	X			
Shabsi Ganzweig	X			
Angela R. Caldwell	X			
Denise Douglas	X			
Eli Rennert	X			
Joseph Weingarten				X

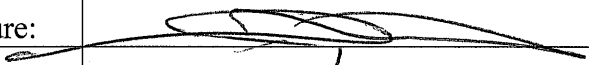
# 2020 (2020-2021) ADOPTION CERTIFICATION

## LAKEWOOD

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01-01-2020 TO: 12-31-2020

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 3<sup>rd</sup> day of, January, 2020.

Officer's Signature:			
Name:	SCOTT PARSONS		
Title:	ACTING EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVENUE, P.O. BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address	sparsons@lakewoodha.org		

**RESOLUTION NO. 5249**

**2020 ADOPTED BUDGET RESOLUTION  
LAKEWOOD HOUSING AUTHORITY**

**FISCAL YEAR: FROM 01-01-2020 TO 12-31-2020**

WHEREAS, the Annual Budget and Capital Budget/Program for the Lakewood Housing Authority for the fiscal year period beginning January 1, 2020 and ending December 31, 2020 has been presented for adoption before the governing body of the Lakewood Housing Authority at its open public meeting of January 3, 2020; 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 \$15,994.920, Total Appropriations, including any Accumulated Deficit if any, of \$16,096.270 and Total Unrestricted Net Position utilized of \$ 101,350; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$510,688 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 3, 2020 that the Annual Budget and Capital Budget/Program of the Lakewood Housing Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

  
(Secretary's Signature)

1/3/20  
(Date)

**Governing Body Recorded Vote**

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Miriam Medina	<b>X</b>			
Gregory Stafford Smith	<b>X</b>			
Shabsi Ganzweig	<b>X</b>			
Angela Caldwell	<b>X</b>			
Denise Douglas	<b>X</b>			
Eli Rennert	<b>X</b>			
Joseph Weingarten				<b>X</b>

**2020 (2020-2021) HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

**2020(2020-2021) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
LAKEWOOD**

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(Name)

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020**

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD). SEE ATTACHED

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. Example would be effect on a recession in the economy on the Housing Authority NONE

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

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

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

**(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).**

Deficit caused by GASB 68 & GASB75 will be funded each year as the PHA budgets a surplus to cover the amount.

LAKWOOD HOUSING AUTHORITY  
EXPLANATION OF VARIANCES OVER 10%  
DECEMBER 31, 2020

**REVENUES:**

Tenant Sales/Services/CFP/Frauds- (+42.9%) Increase based on historical receipts.

Interest- (+100%) Increase in earnings rate created an increase in interest.

**APPROPRIATIONS:**

Legal- (+35.3%) PHA is expected to hire special legal counsel to handle issues when there a conflict of interest with the current counsel.

Staff Training- (+108.3%) PHA is expected to increase training for new and existing staff.

Protective Services- (+26.2%) Increase in current contract adding additional security.

Insurance- (+11.9%) Increase in premium

PILOT- (+47.1%) Increase in dwelling rent caused an increase in the PILOT calculation

Equipment- (+861.5%) PHA will be purchasing security cameras in this year budget.

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

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

<b>Name of Authority:</b>	LAKEWOOD HOUSING AUTHORITY		
<b>Federal ID Number:</b>	21-6008718		
<b>Address:</b>	317 SAMPSON SVENUE, P.O. BOX 1599		
<b>City, State, Zip:</b>	LAKEWOOD	NJ	08701
<b>Phone: (ext.)</b>	732-364-1300	<b>Fax:</b>	732-367-3299

<b>Preparer's Name:</b>	THOMAS FURLONG, CPA		
<b>Preparer's Address:</b>	470 HIGHWAY 79, SUITE 2		
<b>City, State, Zip:</b>	MORGANVILLE	NJ	07751
<b>Phone: (ext.)</b>	732-591-2300	<b>Fax:</b>	732-591-2525
<b>E-mail:</b>	thomasfurlongcpa@gmail.com		

<b>Chief Executive Officer:(1)</b>	SCOTT PARSONS		
<b>Phone: (ext.)</b>	732-364-1300	<b>Fax:</b>	732-367-3299
<b>E-mail:</b>	sparsons@lakewoodha.org		

<b>Chief Financial Officer(1)</b>	TERESA ACOSTA		
<b>Phone: (ext.)</b>	732-364-1300	<b>Fax:</b>	732-367-3299
<b>E-mail:</b>	tacosta@lakewoodha.org		

<b>Name of Auditor:</b>	RICHARD LARSEN		
<b>Name of Firm:</b>	NOVOGRADAC & COMPANY, LLP		
<b>Address:</b>	1433 HOOPER AVENUE, SUITE 329		
<b>City, State, Zip:</b>	TOMS RIVER	NJ	08753
<b>Phone: (ext.)</b>	732-503-4257	<b>Fax:</b>	732-341-1424
<b>E-mail:</b>	rich.larsen@novoco.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

LAKEWOOD

(Name)

FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 28
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: 1,233,865
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority))
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? no If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) no 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. Weingarten did not file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? no If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? no
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? noIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. no If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).** Executive Director reviews  
Page N-3 (1 of 2) all employees & Board approves 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?
- First class or charter travel no
  - Travel for companions no
  - Tax indemnification and gross-up payments no
  - Discretionary spending account no
  - Housing allowance or residence for personal use no
  - Payments for business use of personal residence no
  - Vehicle/auto allowance or vehicle for personal use no
  - Health or social club dues or initiation fees no
  - Personal services (i.e.: maid, chauffeur, chef) no
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? yes If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? no If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? n/a If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable)
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? no If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? no If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? no If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? no If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

**LAKWOOD HOUSING AUTHORITY**

**Question N-3 # 15**

**December 31<sup>st</sup>, 2020**

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The Housing Authority will be making a payment to the past Executive Director in the amount of \$150,000 that represents termination pay. The Executive Director had a five-year contract that was terminated prior to its ending date and the payment was made to compensate her for the early termination.

Lakewood Housing Authority  
 Detailed Travel Expenses  
 1/1/2019-10/17/2019

Date	Employee	Amount	Type	Reason
2/8/2019	Scott Parsons	\$ 200.00	Mileage	Travel to attend HQS Inspections Course
2/8/2019	James Kelly	\$ 125.04	Mileage	Travel to attend HQS Inspections Course
2/11/2019	Tania Berríos	\$ 5.45	Mileage	Mileage reimbursement
3/11/2019	Mary Jo Grauso	\$ 51.97	Mileage	Mileage reimbursement for hearings in Princeton
4/2/2019	Scott Parsons	\$ 61.90	Mileage	Travel to RAD Training
4/2/2019	Teresa Acosta	\$ 255.96	Mileage	Travel to RAD Training
4/2/2019	Teresa Acosta	\$ 64.09	Mileage	Travel to RAD Training
4/27/2019	Mary Jo Grauso	\$ 111.73	Mileage	Travel for Commissioner Training
5/8/2019	Scott Parsons	\$ 398.81	Mileage/per diem/hotel	Travel to attend Annual conference in Atlantic City
5/10/2019	Mary Jo Grauso	\$ 440.31	Mileage/per diem/hotel	Travel to attend Annual conference in Atlantic City
5/29/2019	Kathy Manfredi	\$ 57.42	Mileage	Mileage reimbursement for Princeton Community Village receipts
8/15/2019	Kathy Manfredi	\$ 58.00	Mileage	Mileage reimbursement for Princeton Community Village receipts
9/27/2019	Scott Parsons	\$ 281.82	Mileage	Travel to attend Annual conference in Atlantic City
9/25/2019	Kathy Manfredi	\$ 62.64	Mileage	Mileage reimbursement for Princeton Community Village receipts
Total		\$ 2,175.14		

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

(Name)

**FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020**

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

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

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

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

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

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** (Use the Most Recent W-2 available 2018 or 2019. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 being the most recent calendar year ended).

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

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

Lakewood Housing Authority  
 For the Period January 1, 2020 to December 31, 2020  
 Reportable Compensation from Authority (W-2/1099)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	Reportable Compensation from Authority (W-2/1099)	
																				Commissioner	Key Employee
1	Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to 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			
1	Miriam Medina	Chairperson	2	X	X			None											0		
2	Gregory Stafford-Smith	Vice Chairperson	2	X	X			None											0		
3	Shabai Ganzweg	2nd Vice Chair	2	X	X			None											0		
4	Denise Douglas	Resident Commissioner	2	X				None											0		
5	Joseph Weingarten	Commissioner	2	X				None											0		
6	Angela Caldwell	Commissioner	2	X				None											0		
7	El Rennart	Commissioner	2	X				None											0		
8	Scott Parsons	Acting Executive Director	35	X	X			120,248	12,312	2,175	8,410	143,245						143,246			
9	Maryjo Grauso	Executive Director - Retired	0	X				142,435	7,147	8,495	8,184	166,262						166,262			
10																			0		
11																			0		
12																			0		
13																			0		
14																			0		
15																			0		
Totals:											\$262,724	\$18,459	\$10,671	\$16,554	\$509,508				\$309,508		

(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 Housing Authority  
 For the Period January 1, 2020 to December 31, 2020

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

	# of Covered Members		Annual Cost Estimate per Employee		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget		Current Year	Current Year				
<b>Active Employees - Health Benefits - Annual Cost</b>											
Single Coverage	8	\$ 12,885	\$ 103,080	8	\$ 12,570	\$ 100,560	\$ 2,520	2.5%			
Parent & Child	2	22,490	44,980	2	21,940	43,880	1,100	2.5%			
Employee & Spouse (or Partner)	2	25,635	51,270	2	25,010	50,020	1,250	2.5%			
Family	2	31,570	63,140	2	30,800	61,600	1,540	2.5%			
Employee Cost Sharing Contribution (enter as negative - )			(37,370)			(36,450)	(910)	2.5%			
<b>Subtotal</b>	<b>14</b>		<b>225,100</b>	<b>14</b>		<b>219,600</b>	<b>5,500</b>	<b>2.5%</b>			
<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!			
<b>Subtotal</b>	<b>0</b>			<b>0</b>				<b>#DIV/0!</b>			
<b>Retirees - Health Benefits - Annual Cost</b>											
Single Coverage	3	3,500	10,500	3	3,410	10,230	270	2.6%			
Parent & Child								#DIV/0!			
Employee & Spouse (or Partner)								#DIV/0!			
Family								#DIV/0!			
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!			
<b>Subtotal</b>	<b>3</b>		<b>10,500</b>	<b>3</b>		<b>10,230</b>	<b>270</b>	<b>2.6%</b>			
<b>GRAND TOTAL</b>	<b>17</b>		<b>\$ 235,600</b>	<b>17</b>		<b>\$ 229,830</b>	<b>\$ 5,770</b>	<b>2.5%</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

Lakewood Housing Authority

For the Period

January 1, 2020

to

December 31, 2020

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

*Legal Basis for Benefit  
(check applicable items)*

	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
See Attached					
<b>Total liability for accumulated compensated absences at beginning of current year</b>		\$ _____			

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

LAKEWOOD HOUSING AUTHORITY ACCRUED COMPENSATED ABSENCES 12/31/2018
--

EMPLOYEE	SICK LEAVE ACCRUAL	VACATION ACCRUAL	TOTAL
----------	--------------------------	---------------------	-------

GRAUSO	8,457.18	11,748.40	20,205.58
PARSONS	0.00	1,651.22	1,651.22
N. BERRIOS	8,866.09	0.00	8,866.09
MANFREDI	0.00	0.00	0.00
T. BERRIOS	7,276.28	1,333.28	8,609.56
TARANTO	8,886.54	785.92	9,672.46
ALEXANDER	264.80	2,524.38	2,789.18
GARCIA	446.95	1,562.79	2,009.74
LEONARD	32.14	0.00	32.14
ACOSTA	526.32	500.00	1,026.32
HEILMANN	4,743.31	933.20	5,676.51
GIACOBBE	0.00	1,107.27	1,107.27
DODGE	2,295.93	1,329.22	3,625.15
HANNON	1,839.35	1,871.40	3,710.75
KELLY	449.52	0.00	449.52
SALAS	729.38	315.41	1,044.79
	44,813.79	25,662.49	70,476.28

Taxes	5,391.44
	75,867.72



## Schedule of Shared Service Agreements

For the Period January 1, 2020 to December 31, 2020  
 Lakewood Housing Authority

If No Shared Services X this Box

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

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

**2020 (2021) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

# SUMMARY

Lakewood Housing Authority  
 For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget				FY 2019 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	All Operations			All Operations
<b>REVENUES</b>									
Total Operating Revenues	\$	\$	\$	\$	\$	\$	\$	0.4%	
Total Non-Operating Revenues			85,700		174,700	157,350	17,350	11.0%	
Total Anticipated Revenues			13,938,700	2,056,220	15,994,920	15,919,440	75,480	0.5%	
<b>APPROPRIATIONS</b>									
Total Administration			1,261,320	594,660	1,855,980	1,709,330	146,650	8.6%	
Total Cost of Providing Services			12,727,920	1,294,300	14,022,220	13,979,060	43,160	0.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX			#DIV/0!	
Total Operating Appropriations			13,989,240	1,888,960	15,878,200	15,688,390	189,810	1.2%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX			#DIV/0!	
Total Other Non-Operating Appropriations				218,070	218,070	212,750	5,320	2.5%	
Total Non-Operating Appropriations				218,070	218,070	212,750	5,320	2.5%	
Accumulated Deficit								#DIV/0!	
Total Appropriations and Accumulated Deficit			13,989,240	2,107,030	16,096,270	15,901,140	195,130	1.2%	
Less: Total Unrestricted Net Position Utilized			50,540	50,810	101,350		101,350	#DIV/0!	
Net Total Appropriations			13,938,700	2,056,220	15,994,920	15,901,140	93,780	0.6%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$	\$	\$	\$	\$	\$	\$	-100.0%	

## Revenue Schedule

### Lakewood Housing Authority

For the Period January 1, 2020 to December 31, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget</b>			
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
					Total All Operations	All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental			821,590	821,590	771,000	50,590	6.6%	
Excess Utilities				-	-	-	#DIV/0!	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy			1,114,500	1,114,500	1,106,490	8,010	0.7%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			13,814,270	13,814,270	13,827,000	(12,730)	-0.1%	
<b>Total Rental Fees</b>			<b>13,814,270</b>	<b>1,936,090</b>	<b>15,750,360</b>	<b>15,704,490</b>	<b>45,870</b>	<b>0.3%</b>
<i>Other Operating Revenues (List)</i>								
Cell Towers				21,130	21,130	22,000	(870)	-4.0%
Mgmt. Services				-	-	-	#DIV/0!	
Laundry Commissions				5,000	5,000	5,000	-	0.0%
Tenant Sales/Services/CFP/Frauds			38,730	5,000	43,730	30,600	13,130	42.9%
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>38,730</b>	<b>31,130</b>	<b>69,860</b>	<b>57,600</b>	<b>12,260</b>	<b>21.3%</b>
<b>Total Operating Revenues</b>			<b>13,853,000</b>	<b>1,967,220</b>	<b>15,820,220</b>	<b>15,762,090</b>	<b>58,130</b>	<b>0.4%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
FSS Coordinator			68,700	68,700	68,350	350	0.5%	
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!	
<b>Total Other Non-Operating Revenue</b>			<b>68,700</b>	<b>72,000</b>	<b>140,700</b>	<b>140,350</b>	<b>350</b>	<b>0.2%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned			17,000	17,000	17,000	17,000	100.0%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
<b>Total Interest</b>			<b>17,000</b>	<b>17,000</b>	<b>34,000</b>	<b>17,000</b>	<b>17,000</b>	<b>100.0%</b>
<b>Total Non-Operating Revenues</b>			<b>85,700</b>	<b>89,000</b>	<b>174,700</b>	<b>157,350</b>	<b>17,350</b>	<b>11.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,938,700</b>	<b>\$ 2,056,220</b>	<b>\$ 15,994,920</b>	<b>\$ 15,919,440</b>	<b>\$ 75,480</b>	<b>0.5%</b>

## Prior Year Adopted Revenue Schedule

Lakewood Housing Authority

### FY 2019 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			771,000		771,000
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy				1,106,490	1,106,490
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			13,827,000		13,827,000
<b>Total Rental Fees</b>	-	-	13,827,000	1,877,490	15,704,490
<i>Other Revenue (List)</i>					
Cell Towers				22,000	22,000
Mgmt. Services					-
Laundry Commissions				5,000	5,000
Tenant Sales/Services/CFP/Frauds			26,000	4,600	30,600
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>	-	-	26,000	31,600	57,600
<b>Total Operating Revenues</b>	-	-	13,853,000	1,909,090	15,762,090
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
FSS Coordinator			68,350		68,350
Capital Fund					-
RAD Conversion Funding				72,000	72,000
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	-	-	68,350	72,000	140,350
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned			11,000	6,000	17,000
Penalties					-
Other					-
<b>Total Interest</b>	-	-	11,000	6,000	17,000
<b>Total Non-Operating Revenues</b>	-	-	79,350	78,000	157,350
<b>TOTAL ANTICIPATED REVENUES</b>	\$	\$	\$ 13,932,350	\$ 1,987,090	\$ 15,919,440

## Appropriations Schedule

Lakewood Housing Authority  
For the Period January 1, 2020 to December 31, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget</b>		<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
							All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages			721,520	366,510	\$ 1,088,030	\$ 1,004,670	\$ 83,360	8.3%
Fringe Benefits			385,640	84,740	470,380	432,830	37,550	8.7%
Legal			23,060	18,870	41,930	31,000	10,930	35.3%
Staff Training			7,500	7,500	15,000	7,200	7,800	108.3%
Travel			4,120	1,030	5,150	5,000	150	3.0%
Accounting Fees			13,390	8,890	22,280	21,630	650	3.0%
Auditing Fees			8,240	9,270	17,510	17,000	510	3.0%
Miscellaneous Administration*			97,850	97,850	195,700	190,000	5,700	3.0%
Total Administration			1,261,320	594,660	1,855,980	1,709,330	146,650	8.6%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services								#DIV/0!
Salary & Wages - Maintenance & Operation				172,390	172,390	173,620	(1,230)	-0.7%
Salary & Wages - Protective Services								#DIV/0!
Salary & Wages - Utility Labor				73,880	73,880	74,410	(530)	-0.7%
Fringe Benefits				116,730	116,730	114,930	1,800	1.6%
Tenant Services				14,000	14,000	14,000		0.0%
Utilities				387,200	387,200	390,000	7,200	1.9%
Maintenance & Operation				303,850	303,850	295,000	8,850	3.0%
Protective Services				82,000	82,000	65,000	17,000	26.2%
Insurance		16,800		77,200	94,000	84,000	10,000	11.9%
Payment in Lieu of Taxes (PILOT)				36,050	36,050	24,500	11,550	47.1%
Terminal Leave Payments								#DIV/0!
Collection Losses				6,000	6,000	6,000		0.0%
Other General Expense		8,000			8,000	8,000		0.0%
Rents			12,703,120		12,703,120	12,737,000	(33,880)	-0.3%
Extraordinary Maintenance								#DIV/0!
Replacement of Non-Expendible Equipment				25,000	25,000	2,600	22,400	861.5%
Property Betterment/Additions								#DIV/0!
Miscellaneous COPS*								#DIV/0!
Total Cost of Providing Services			12,727,920	1,294,300	14,022,220	13,979,060	43,160	0.3%
Total Principal Payments on Debt Service In Lieu of Depreciation								#DIV/0!
Total Operating Appropriations			13,989,240	1,888,960	15,878,200	15,688,390	189,810	1.2%
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt								#DIV/0!
Operations & Maintenance Reserve								#DIV/0!
Renewal & Replacement Reserve				218,070	218,070	212,750	5,320	2.5%
Municipality/County Appropriation								#DIV/0!
Other Reserves								#DIV/0!
Total Non-Operating Appropriations				218,070	218,070	212,750	5,320	2.5%
TOTAL APPROPRIATIONS			13,989,240	2,107,030	16,096,270	15,901,140	195,130	1.2%
<b>ACCUMULATED DEFICIT</b>								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT			13,989,240	2,107,030	16,096,270	15,901,140	195,130	1.2%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation								#DIV/0!
Other			50,540	50,810	101,350		101,350	#DIV/0!
Total Unrestricted Net Position Utilized			50,540	50,810	101,350		101,350	#DIV/0!
TOTAL NET APPROPRIATIONS			\$ 13,938,700	\$ 2,056,220	\$ 15,994,920	\$ 15,901,140	\$ 93,780	0.6%

\* 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      \$                      \$                      \$ 699,462.00      \$                      94,448.00      \$                      793,910.00

## Prior Year Adopted Appropriations Schedule

### Lakewood Housing Authority

#### FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages			\$ 669,600	\$ 335,070	\$ 1,004,670
Fringe Benefits			346,570	86,260	432,830
Legal			17,000	14,000	31,000
Staff Training			3,600	3,600	7,200
Travel			4,000	1,000	5,000
Accounting Fees			13,000	8,630	21,630
Auditing Fees			8,000	9,000	17,000
Miscellaneous Administration*			95,000	95,000	190,000
Total Administration	-	-	1,156,770	552,560	1,709,330
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation				173,620	173,620
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor				74,410	74,410
Fringe Benefits				114,930	114,930
Tenant Services				14,000	14,000
Utilities				380,000	380,000
Maintenance & Operation				295,000	295,000
Protective Services				65,000	65,000
Insurance			15,000	69,000	84,000
Payment in Lieu of Taxes (PILOT)				24,500	24,500
Terminal Leave Payments					-
Collection Losses				6,000	6,000
Other General Expense			8,000		8,000
Rents			12,737,000		12,737,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment				2,600	2,600
Property Betterment/Additlons					-
Miscellaneous COPS*					-
Total Cost of Providing Services	-	-	12,760,000	1,219,060	13,979,060
Total Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	-	-	13,916,770	1,771,620	15,688,390
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve				212,750	212,750
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	212,750	212,750
<b>TOTAL APPROPRIATIONS</b>	-	-	13,916,770	1,984,370	15,901,140
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	-	-	13,916,770	1,984,370	15,901,140
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ -	\$ 13,916,770	\$ 1,984,370	\$ 15,901,140

\* 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	\$ -	\$ -	\$ 695,838.50	\$ 88,581.00	\$ 784,419.50
--------------------------------------	------	------	---------------	--------------	---------------

# Debt Service Schedule - Principal

Lakewood Housing Authority

If Authority has no debt X this box

X
---

	Fiscal Year Ending in						Total Principal Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025	
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.

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Poors</i>
Bond Rating			
Year of Last Rating			

If no Rating type in Not Applicable



# Debt Service Schedule - Interest

Lakewood Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025		
Adopted Budget Year 2019	-							
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 Housing Authority

For the Period January 1, 2020 to December 31, 2020

## FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$	-	\$(3,082,387)	\$7,730,559	\$4,648,172
				3,949,191	3,949,191
				1,646,499	1,646,499
			\$(3,082,387)	2,134,869	(947,518)
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>					
Less: Invested in Capital Assets, Net of Related Debt (1)					
Less: Restricted for Debt Service Reserve (1)					
Less: Other Restricted Net Position (1)					
Total Unrestricted Net Position (1)					
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)			1,465,101	1,563,512	3,028,613
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)			2,808,770	1,751,811	4,560,581
Plus: Estimated Income (Loss) on Current Year Operations (2)			15,580	2,720	18,300
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>			1,207,064	5,452,912	6,659,976
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					
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$	-	\$1,207,064	\$5,452,912	\$6,659,976

(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 \$ - \$ 699,462 \$ 94,448 \$ 793,910

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2020 (2020-2021)

LAKEWOOD

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

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

LAKEWOOD

(Name)

FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020

[ x ]

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 13<sup>TH</sup> day of NOVEMBER, 2019.

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:	SCOTT PARSONS		
Title:	ACTING EXECUTIVE DIRECTOR		
Address:	317 SAMPSON AVENUE, P.O. BOX 1599 LAKEWOOD, NJ 08701		
Phone Number:	732-364-1300	Fax Number:	732-367-3299
E-mail address	sparsons@lakewoodha.org		

# 2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

## LAKEWOOD Housing Authority

(Name)

FISCAL YEAR: FROM: 1-1-2020 TO: 12-31-2020

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

The Mayor receives a copy of the Authority's 5 Tear Plan and must certify that it is in compliance with local initiatives.

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 a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

5 YEARS

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)

NONE

5. Have the current capital projects been reviewed and approved by HUD?

YES

*Add additional sheets if necessary.*

## Proposed Capital Budget

Lakewood Housing Authority  
For the Period January 1, 2020 to December 31, 2020

		<i>Funding Sources</i>				
Estimated Total Cost		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	510,688	\$ 510,688				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	510,688	-	510,688	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 510,688</b>	<b>\$ -</b>	<b>\$ 510,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

## 5 Year Capital Improvement Plan

### Lakewood Housing Authority

For the Period January 1, 2020 to December 31, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2020	2021	2022	2023	2024	2025
<i>Public Housing Management</i>							
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>	
<i>Section 8</i>							
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>	
<i>Housing Voucher</i>							
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>	
<i>Other Programs</i>							
RAD PHYSICAL IMPROVEMENTS	2,236,846	510,688	\$ 440,617	\$ 334,736	\$ 118,056	\$ 139,283	\$ 693,466
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	<b>2,236,846</b>	<b>510,688</b>	<b>440,617</b>	<b>334,736</b>	<b>118,056</b>	<b>139,283</b>	<b>693,466</b>
<b>TOTAL</b>	<b>\$ 2,236,846</b>	<b>\$ 510,688</b>	<b>\$ 440,617</b>	<b>\$ 334,736</b>	<b>\$ 118,056</b>	<b>\$ 139,283</b>	<b>\$ 693,466</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

Lakewood Housing Authority

For the Period January 1, 2020 to December 31, 2020

	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	2,236,846	<div style="text-align: center; margin-bottom: 10px;">\$ 2,236,846</div>				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	2,236,846	-	2,236,846	-	-	-
<b>TOTAL</b>	<b>\$ 2,236,846</b>	<b>\$ -</b>	<b>\$ 2,236,846</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 2,236,846</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.