



**2019 HOUSING AUTHORITY BUDGET**

**Certification Section**

2019

**PLAINFIELD**

\_\_\_\_\_  
(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM January 1,2019 TO December 31,2019

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2019 PREPARER'S CERTIFICATION

## PLAINFIELD

\_\_\_\_\_  
(Name)

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM January 1,2019 **TO:** Dec, 31,2019

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

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

Preparer's Signature:	<i>Anthony G. Polcari</i>		
Name:	Anthony G. Polcari, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Wayne, NJ 07470		
Phone Number:	973 831-6969	Fax Number:	973 831-6972
E-mail address	tony@polcarico.com		

# 2019 APPROVAL CERTIFICATION

## PLAINFIELD

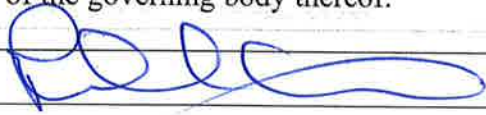
\_\_\_\_\_  
(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**   **FROM:** January 1,2019   **TO:** Dec.31,2019

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Plainfield Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15 th day of October 2018.

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

Officer's Signature:			
Name:	Mr. Randall Wood		
Title:	Executive Director		
Address:	510 East Front Street Plainfield N.J 07060		
Phone Number:	908-769-6335	Fax Number:	908-226-9679
E-mail address	Randywood01@yahoo.com		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.hapnj.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  
Title of Officer Certifying compliance

Randall Wood  
Executive Director

Signature



# 2019 HOUSING AUTHORITY BUDGET RESOLUTION PLAINFIELD

(Name)

**FISCAL YEAR: FROM** January 1,2019 **TO:** December.31,2019

WHEREAS, the Annual Budget and Capital Budget for the Plainfield Housing Authority for the fiscal year beginning, January 1,2019 and ending, December 31,2019 has been presented before the governing body of the Plainfield Housing Authority at its open public meeting of October 15 , 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,156,116 Total Appropriations, including any Accumulated Deficit if any, , of \$ 13,136,920 and Total Unrestricted Net Position utilized of \$ 0 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$845,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Plainfield Housing Authority, at an open public meeting held on October 15,2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Plainfield Housing Authority for the fiscal year beginning, January 1,2019 and ending, December 31,2019 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Plainfield Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 21, 2019.

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

10-15-18  
\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote  
Aye      Nay      Abstain      Absent

*Edgehill*

*Barco*

Member	Aye	Nay	Abstain	Absent
Joseph Ruffin - Chairperson	✓			
Louise A Colodne -Vice Chairperson	✓			
Dollie S. Hamlin- Commissioner				✓
Pamela-Dunn- Hale -Commissioner	✓			
Jeanette M Edghill-Commissioner	✓			
Viola Barco- Commissioner	✓			

# 2019 ADOPTION CERTIFICATION

## PLAINFIELD

(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM:** January 1,2019 **TO:** December31,2019

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Plainfield Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 21st day of January 2019.

Officer's Signature:			
Name:	Randall Wood		
Title:	Executive Director		
Address:	510 East Front Street Plainfield NJ 07060		
Phone Number:	908-769-6335	Fax Number:	908-226-9679
E-mail address	Randywood01@yahoo.com		



# 2019 ADOPTED BUDGET RESOLUTION

## PLAINFIELD (Name) HOUSING AUTHORITY

**FISCAL YEAR: FROM: January 1,2019 TO: DEC. 31,2019**

WHEREAS, the Annual Budget and Capital Budget/Program for the Plainfield Housing Authority for the fiscal year beginning January 1,2019, and ending, December 31,2019 has been presented for adoption before the governing body of the Plainfield Housing Authority at its open public meeting of January 21, 2019; 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 \$ 13,156,116 Total Appropriations, including any Accumulated Deficit, if any, of \$13,136,920 and Total Unrestricted Net Position utilized of \$ 0 ; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$845,000and Total Unrestricted Net Position planned to be utilized of \$ 0 ; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Plainfield Housing Authority, at an open public meeting held on January 21,2019 that the Annual Budget and Capital Budget/Program Housing Authority for the fiscal year beginning ,January 1,2019 and, ending, December 31,2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

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

\_\_\_\_\_  
(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

**Governing Body Recorded Vote**

Member	A y e	N a y	Abstain	Absent
<b>Joseph Ruffin - Chairperson</b>				
<b>LouiseAColodneViceChairperson</b>				
<b>Dollie S. Hamlin- Commissioner</b>				
<b>Pamela-Dunn-HaleCommissioner</b>				
<b>JeanetteM Edghill-Commissioner</b>				
<b>Viola Barco- Commissioner</b>				

**2019 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

# SUMMARY

Plainfield Housing Authority  
For the Period January 1, 2019 to December 31, 2019

<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget</b>		<b>All Operations All Operations</b>		
Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
<b>REVENUES</b>								
Total Operating Revenues	\$ 3,684,847	\$ -	\$ 8,565,219	\$ 904,149	\$ 13,154,215	\$ 12,894,766	\$ 259,449	2.0%
Total Non-Operating Revenues	1,901	-	-	-	1,901	1,901	-	0.0%
<b>Total Anticipated Revenues</b>	<b>3,686,748</b>	<b>-</b>	<b>8,565,219</b>	<b>904,149</b>	<b>13,156,116</b>	<b>12,896,667</b>	<b>259,449</b>	<b>2.0%</b>
<b>APPROPRIATIONS</b>								
Total Administration	1,308,120	-	730,998	152,717	2,191,835	2,096,586	95,249	4.5%
Total Cost of Providing Services	2,356,008	-	7,837,645	751,432	10,945,085	10,798,775	146,310	1.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>3,664,128</b>	<b>-</b>	<b>8,568,643</b>	<b>904,149</b>	<b>13,136,920</b>	<b>12,895,361</b>	<b>241,559</b>	<b>1.9%</b>
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
<b>Total Appropriations and Accumulated Deficit</b>	<b>3,664,128</b>	<b>-</b>	<b>8,568,643</b>	<b>904,149</b>	<b>13,136,920</b>	<b>12,895,361</b>	<b>241,559</b>	<b>1.9%</b>
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
<b>Net Total Appropriations</b>	<b>3,664,128</b>	<b>-</b>	<b>8,568,643</b>	<b>904,149</b>	<b>13,136,920</b>	<b>12,895,361</b>	<b>241,559</b>	<b>1.9%</b>
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ 22,620</b>	<b>\$ -</b>	<b>\$ (3,424)</b>	<b>\$ 0</b>	<b>\$ 19,196</b>	<b>\$ 1,306</b>	<b>\$ 17,890</b>	<b>1369.8%</b>

# Revenue Schedule

## Plainfield Housing Authority

For the Period January 1, 2019 to December 31, 2019

	<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget</b>			\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	Proposed vs. Adopted	Proposed vs. Adopted
						Total All Operations	All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -		#DIV/0!
Dwelling Rental	1365300				1,365,300	1,374,620	(9,320)		-0.7%
Excess Utilities	24550				24,550	25,000	(450)		-1.8%
Non-Dwelling Rental	48000				48,000	60,000	(12,000)		-20.0%
HUD Operating Subsidy	1662787				1,662,787	1,485,967	176,820		11.9%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			8531451		8,531,451	8,353,879	177,572		2.1%
<b>Total Rental Fees</b>	<b>3,100,637</b>	-	<b>8,531,451</b>	-	<b>11,632,088</b>	<b>11,299,466</b>	<b>332,622</b>		<b>2.9%</b>
<i>Other Operating Revenues (List)</i>									
COCC Fees HVC PROGRAM	220511				220,511	225,000	(4,489)		-2.0%
ANTENNA / VENDING / LAUNDRY	104199				104,199	103,000	1,199		1.2%
PORT IN ADMIN FEES/ FRAUD INCOME			33768		33,768	26,500	7,268		27.4%
CFP OPERATING GRANT TRANSFER	259500				259,500	217,800	41,700		19.1%
FSS GRANT				69000	69,000	69,000	-		0.0%
CHSP GRANT				90000	90,000	97,000	(7,000)		-7.2%
SHELTER PLUS CARE				745149	745,149	857,000	(111,851)		-13.1%
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<b>Total Other Revenue</b>	<b>584,210</b>	-	<b>33,768</b>	<b>904,149</b>	<b>1,522,127</b>	<b>1,595,300</b>	<b>(73,173)</b>		<b>-4.6%</b>
<b>Total Operating Revenues</b>	<b>3,684,847</b>	-	<b>8,565,219</b>	<b>904,149</b>	<b>13,154,215</b>	<b>12,894,766</b>	<b>259,449</b>		<b>2.0%</b>
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
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<b>Total Other Non-Operating Revenue</b>					-	-	-		#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned	1,901				1,901	1,901	-		0.0%
Penalties					-	-	-		#DIV/0!
Other					-	-	-		#DIV/0!
<b>Total Interest</b>	<b>1,901</b>	-	-	-	<b>1,901</b>	<b>1,901</b>	-		<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>1,901</b>	-	-	-	<b>1,901</b>	<b>1,901</b>	-		<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,686,748</b>	-	<b>\$ 8,565,219</b>	<b>\$ 904,149</b>	<b>\$ 13,156,116</b>	<b>\$ 12,896,667</b>	<b>\$ 259,449</b>		<b>2.0%</b>

Plainfield Housing Authority  
For the Period

	2019		FY 2018 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	COMMENTS
	Total All Operations	Total All Operations	All Operations	All Operations			
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	
Dwelling Rental	1,365,300	1,374,620	(9,320)		-0.7%		
Excess Utilities	24,550	25,000	(450)		-1.8%		
Non-Dwelling Rental	48,000	60,000	(12,000)		-20.0%	Decrease from rent reduction from Sect 8 to Amp 3	
HUD Operating Subsidy	1,662,787	1,485,967	176,820		11.9%	Increase based on anticipated HUD increase in pro-rata rate	
New Construction - Acc Section 8	-	-	-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher	8,531,451	8,353,879	177,572		2.1%		
Total Rental Fees	11,632,088	11,299,466	332,622		2.9%		
<i>Other Operating Revenues (List)</i>							
COCC Fees HVC PROGRAM	220,511	225,000	(4,489)		-2.0%		
ANTENNA / VENDING / LAUNDRY	104,199	103,000	1,199		1.2%		
PORT IN ADMIN FEES/ FRAUD INCOME	33,768	26,500	7,268		27.4%	Reduction due to reduction in Port In as PHA has absorbed many Port Ins	
CFP OPERATING GRANT TRANSFER	259,500	217,800	41,700		19.1%	Increase attributable to Increase in CFP Funding	
FSS GRANT	69,000	69,000	-		0.0%		
CHSP GRANT	90,000	97,000	(7,000)		-7.2%		
SHELTER PLUS CARE	745,149	857,000	(111,851)		-13.1%	Reduction in Contracts awarded	
Type in (Grant, Other Rev)	-	-	-	-	-	#DIV/0!	
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Type in (Grant, Other Rev)	-	-	-	-	-	#DIV/0!	
Type in (Grant, Other Rev)	-	-	-	-	-	#DIV/0!	
Total Other Revenue	1,522,127	1,595,300	(73,173)		-4.6%		
Total Operating Revenues	13,154,215	12,894,766	259,449		2.0%		
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
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Type in	-	-	-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	-	-	-	-	-	#DIV/0!	
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	1,901	1,901	-		0.0%		
Penalties	-	-	-	-	-	#DIV/0!	
Other	-	-	-	-	-	#DIV/0!	
Total Interest	1,901	1,901	-		0.0%		
Total Non-Operating Revenues	1,901	1,901	-		0.0%		
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 13,156,116	\$ 12,896,667	\$ 259,449		2.0%		

REVENUE VARIANCES

# Prior Year Adopted Revenue Schedule

## Plainfield Housing Authority

### FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,374,620				1,374,620
Excess Utilities	25,000				25,000
Non-Dwelling Rental	60,000				60,000
HUD Operating Subsidy	1,485,967				1,485,967
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			8,353,879		8,353,879
<b>Total Rental Fees</b>	<b>2,945,587</b>	-	<b>8,353,879</b>	-	<b>11,299,466</b>
<i>Other Revenue (List)</i>					
COCC Fees HVC PROGRAM	225,000				225,000
ANTENNA / VENDING / LAUNDRY	103,000				103,000
PORT IN ADMIN FEES			26,500		26,500
CFP OPERATING GRANT TRANSFER	217,800				217,800
ROSS GRANT				69,000	69,000
CHSP GRANT				97,000	97,000
SHELTER PLUS CARE GRANT				857,000	857,000
Type in (Grant, Other Rev)					-
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<b>Total Other Revenue</b>	<b>545,800</b>	-	<b>26,500</b>	<b>1,023,000</b>	<b>1,595,300</b>
<b>Total Operating Revenues</b>	<b>3,491,387</b>	-	<b>8,380,379</b>	<b>1,023,000</b>	<b>12,894,766</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
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Type in					-
<b>Total Other Non-Operating Revenues</b>					-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	1,901				1,901
Penalties					-
Other					-
<b>Total Interest</b>	<b>1,901</b>	-	-	-	<b>1,901</b>
<b>Total Non-Operating Revenues</b>	<b>1,901</b>	-	-	-	<b>1,901</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,493,288</b>	<b>\$ -</b>	<b>\$ 8,380,379</b>	<b>\$ 1,023,000</b>	<b>\$ 12,896,667</b>

# Appropriations Schedule

## Plainfield Housing Authority

For the Period January 1, 2019 to December 31, 2019

	<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	
					<b>Operations</b>	<b>All Operations</b>	<b>All Operations</b>	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	598,311		253,820	98,527	\$ 950,658	\$ 882,047	\$ 68,611	7.8%
Fringe Benefits	329,071		139,601	54,190	522,862	529,228	(6,366)	-1.2%
Legal	55,000		2,500		57,500	45,000	12,500	27.8%
Staff Training	8,400		1,200		9,600	8,500	1,100	12.9%
Travel	4,500		1,200		5,700	6,500	(800)	-12.3%
Accounting Fees	85,000				85,000	65,000	20,000	30.8%
Auditing Fees	16,500		5,000		21,500	18,500	3,000	16.2%
Miscellaneous Administration*	<u>211,338</u>		<u>327,677</u>		<u>539,015</u>	<u>541,811</u>	<u>(2,796)</u>	<u>-0.5%</u>
Total Administration	<u>1,308,120</u>		<u>730,998</u>	<u>152,717</u>	<u>2,191,835</u>	<u>2,096,586</u>	<u>95,249</u>	<u>4.5%</u>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	37,500			35,400	72,900	72,900	-	0.0%
Salary & Wages - Maintenance & Operation	275,797				275,797	256,200	19,597	7.6%
Salary & Wages - Protective Services	36,492				36,492	36,492	-	0.0%
Salary & Wages - Utility Labor	35,000				35,000	35,000	-	0.0%
Fringe Benefits	160,811				160,811	197,115	(36,304)	-18.4%
Tenant Services	25,000				25,000	26,689	(1,689)	-6.3%
Utilities	1,030,808			15,880	1,046,688	1,045,000	1,688	0.2%
Maintenance & Operation	474,600				474,600	395,000	79,600	20.2%
Protective Services					-	-	-	#DIV/0!
Insurance	206,000		18,750		224,750	240,000	(15,250)	-6.4%
Payment in Lieu of Taxes (PILOT)	38,000				38,000	29,500	8,500	28.8%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	35,000				35,000	15,000	20,000	133.3%
Other General Expense	1,000		55,000		56,000	55,000	1,000	1.8%
Rents			7,763,895	700,152	8,464,047	8,394,879	69,168	0.8%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	<u>2,356,008</u>		<u>7,837,645</u>	<u>751,432</u>	<u>10,945,085</u>	<u>10,798,775</u>	<u>146,310</u>	<u>1.4%</u>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	<u>3,664,128</u>		<u>8,568,643</u>	<u>904,149</u>	<u>13,136,920</u>	<u>12,895,361</u>	<u>241,559</u>	<u>1.9%</u>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<u>3,664,128</u>		<u>8,568,643</u>	<u>904,149</u>	<u>13,136,920</u>	<u>12,895,361</u>	<u>241,559</u>	<u>1.9%</u>
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<u>3,664,128</u>		<u>8,568,643</u>	<u>904,149</u>	<u>13,136,920</u>	<u>12,895,361</u>	<u>241,559</u>	<u>1.9%</u>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized					-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<u>\$ 3,664,128</u>	<u>\$ -</u>	<u>\$ 8,568,643</u>	<u>\$ 904,149</u>	<u>\$ 13,136,920</u>	<u>\$ 12,895,361</u>	<u>\$ 241,559</u>	<u>1.9%</u>

\* 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      \$ 183,206.40      \$ -      \$ 428,432.15      \$ 45,207.44      \$ 656,845.99

**FY 2019 Proposed Budget**

OPERATING APPROPRIATIONS	Public Housing Management		Section 8		Details of Misc Expense		Housing Voucher		Other Programs		Total All Operations		FY 2018 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted		% Increase (Decrease) Proposed vs. Adopted	
	Management	Details of Misc Expense	Section 8	Housing Voucher	Details of Misc Expense	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations	All Operations	All Operations	All Operations	All Operations	All Operations	
<b>Administration</b>																		
Salary & Wages	598,311			253,820			98,527					882,047		68,611				7.8%
Fringe Benefits	329,071			139,601			54,190					529,228		(6,366)				-1.2%
Legal	55,000			2,500								45,000		12,500				27.8%
Staff Training	8,400			1,200								8,500		1,100				12.9%
Travel	4,500			1,200								5,700		(800)				-12.3%
Accounting Fees	85,000											65,000		20,000				30.8%
Auditing Fees	16,500			5,000								18,500		3,000				16.2%
Miscellaneous Administration*	211,338			327,677								541,811		(2,796)				-0.5%
<b>Total Administration</b>	1,308,120			730,998			152,717					2,096,586		95,249				4.5%
<b>I/T SUPPORT</b>																		
Telecom / Internet		37,500																
Office supplies		47,850																
Copier rental		18,750																
Software Licenses		13,875																
COCC FEES		24,895																
Office Rent																		
Consulting		18,500																
All other		49,968																
<b>Total Misc Admin</b>		211,338																
<b>Cost of Providing Services</b>																		
Salary & Wages - Tenant Services	37,500																	
Salary & Wages - Maintenance & Operation	275,797																	
Salary & Wages - Protective Services	36,492																	
Salary & Wages - Utility Labor	35,000																	
Fringe Benefits	160,811																	
Tenant Services	25,000																	
Utilities	1,030,808																	
Maintenance & Operation	474,600																	
Protective Services																		
Insurance	206,000																	
Payment in Lieu of Taxes (PILOT)	38,000			18,750														
Terminal Leave Payments																		
Collection Losses	35,000																	
Other General Expense	1,000																	
Rents																		
Extraordinary Maintenance																		
Replacement of Non-Expendible Equipment																		
Property Betterment/Additions																		
Miscellaneous COPS*																		
<b>Total Cost of Providing Services</b>	2,356,008			7,837,645			751,432					10,798,775		146,310				1.4%
<b>Total Principal Payments on Debt Service in Lieu of Depreciation</b>	3,664,128											12,895,361		241,559				1.9%
<b>NON-OPERATING APPROPRIATIONS</b>																		
Total Interest Payments on Debt																		
Operations & Maintenance Reserve																		
Renewal & Replacement Reserve																		
Municipality/County Appropriation																		
Other Reserves																		
<b>Total Non-Operating Appropriations</b>																		
<b>TOTAL APPROPRIATIONS</b>	3,664,128			8,568,643			904,149					12,895,361		241,559				1.9%
<b>ACCUMULATED DEFICIT</b>																		
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,664,128			8,568,643			904,149					12,895,361		241,559				1.9%
<b>UNRESTRICTED NET POSITION UTILIZED</b>																		
Municipality/County Appropriation																		
Other																		
<b>Total Unrestricted Net Position Utilized</b>																		
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,664,128			\$ 8,568,643			\$ 904,149					\$ 12,895,361		\$ 241,559				1.9%

1544



Plainfield Housing Authority  
For the Period

**2019**

**FY 2018 Adopted**

**Budget**

**Adopted**

**% Increase**

**(Decrease)**

**Proposed vs.**

**Adopted**

	Total All Operations	Total All Operations	All Operations	All Operations	COMMENTS
<b>OPERATING APPROPRIATIONS</b>					
Administration					
Salary & Wages	950,658	882,047	\$ 68,611	7.8%	Increase due to contract rate increase and one new position
Fringe Benefits	522,862	529,228	(6,366)	-1.2%	Decrease due to cost saving measures planned for 2019
Legal	57,500	45,000	12,500	27.8%	Increase based on actual experiences over last two years
Staff Training	9,600	8,500	1,100	12.9%	New directors required training
Travel	5,700	6,500	(800)	-12.3%	
Accounting Fees	85,000	65,000	20,000	30.8%	Increase based on actual experiences over last two years
Auditing Fees	21,500	18,500	3,000	16.2%	Increase based on actual experiences over last two years
Miscellaneous Administration*	539,015	541,811	(2,796)	-0.5%	
Total Administration	2,191,835	2,096,586	95,249	4.5%	
Cost of Providing Services					
Salary & Wages - Tenant Services	72,900	72,900	-	0.0%	
Salary & Wages - Maintenance & Operation	275,797	256,200	19,597	7.6%	
Salary & Wages - Protective Services	36,492	36,492	-	0.0%	
Salary & Wages - Utility Labor	35,000	35,000	-	0.0%	
Fringe Benefits	160,811	197,115	(36,304)	-18.4%	Decrease due to cost saving measures planned for 2019
Tenant Services	25,000	26,689	(1,689)	-6.3%	
Utilities	1,046,688	1,045,000	1,688	0.2%	
Maintenance & Operation	474,600	395,000	79,600	20.2%	Increase based on budget need and increase apt turnover
Protective Services	-	-	-	#DIV/0!	
Insurance	224,750	240,000	(15,250)	-6.4%	
Payment in Lieu of Taxes (PILOT)	38,000	29,500	8,500	28.8%	Improved results
Terminal Leave Payments	-	-	-	#DIV/0!	
Collection Losses	35,000	15,000	20,000	133.3%	Increase based on actual experiences over last two years
Other General Expense	56,000	55,000	1,000	1.8%	
Rents	8,464,047	8,394,879	69,168	0.8%	
Extraordinary Maintenance	-	-	-	#DIV/0!	
Replacement of Non-Expendible Equipment	-	-	-	#DIV/0!	
Property Betterment/Additions	-	-	-	#DIV/0!	
Miscellaneous COPS*	-	-	-	#DIV/0!	
Total Cost of Providing Services	10,945,085	10,798,775	146,310	1.4%	
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	#DIV/0!	
Total Operating Appropriations	13,136,920	12,895,361	241,559	1.9%	
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	-	-	-	#DIV/0!	
Operations & Maintenance Reserve	-	-	-	#DIV/0!	
Renewal & Replacement Reserve	-	-	-	#DIV/0!	
Municipality/County Appropriation	-	-	-	#DIV/0!	
Other Reserves	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	#DIV/0!	
<b>TOTAL APPROPRIATIONS</b>	13,136,920	12,895,361	241,559	1.9%	
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	13,136,920	12,895,361	241,559	1.9%	
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	#DIV/0!	
Other	-	-	-	#DIV/0!	
Total Unrestricted Net Position Utilized	-	-	-	#DIV/0!	
<b>TOTAL NET APPROPRIATIONS</b>	13,136,920	12,895,361	241,559	1.9%	

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

\$ 656,845.99

F-5-2-  
APP. VARIANCES

# Prior Year Adopted Appropriations Schedule

## Plainfield Housing Authority

### FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 552,674		\$ 234,741	\$ 94,632	\$ 882,047
Fringe Benefits	331,604		140,845	56,779	529,228
Legal	40,000		5,000		45,000
Staff Training	6,000		2,500		8,500
Travel	5,000		1,500		6,500
Accounting Fees	65,000				65,000
Auditing Fees	14,000		4,500		18,500
Miscellaneous Administration*	206,811		335,000		541,811
Total Administration	1,221,089	-	724,086	151,411	2,096,586
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	37,500			35,400	72,900
Salary & Wages - Maintenance & Operation	256,200				256,200
Salary & Wages - Protective Services	36,492				36,492
Salary & Wages - Utility Labor	35,000				35,000
Fringe Benefits	181,615			15,500	197,115
Tenant Services	10,000			16,689	26,689
Utilities	1,045,000				1,045,000
Maintenance & Operation	395,000				395,000
Protective Services					-
Insurance	220,000		20,000		240,000
Payment in Lieu of Taxes (PILOT)	29,500				29,500
Terminal Leave Payments					-
Collection Losses	15,000				15,000
Other General Expense	10,000		45,000		55,000
Rents			7,590,879	804,000	8,394,879
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,271,307	-	7,655,879	871,589	10,798,775
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	3,492,396	-	8,379,965	1,023,000	12,895,361
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	3,492,396	-	8,379,965	1,023,000	12,895,361
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,492,396	-	8,379,965	1,023,000	12,895,361
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,492,396	\$ -	\$ 8,379,965	\$ 1,023,000	\$ 12,895,361

\* 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	\$ 174,619.80	\$ -	\$ 418,998.25	\$ 51,150.00	\$ 644,768.05
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# Debt Service Schedule - Principal

Plainfield Housing Authority

If Authority has no debt X this box

X

Type in Issue Name	Fiscal Year Ending in						Total Principal Outstanding			
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023		2024	Thereafter	
Type in Issue Name	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	#VALUE!
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.

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

## Debt Service Schedule - Interest

Plainfield Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>							
	Proposed Budget Year 2019	2020	2021	2022	2023	2024		Thereafter
Type in Issue Name	NONE	NONE	NONE	NONE	NONE	NONE		#VALUE!
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>TOTAL INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LESS: HUD SUBSIDY</b>								
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Plainfield Housing Authority  
 For the Period January 1, 2019 to December 31, 2019

## FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 1,022,289	\$ -	\$ (860,402)	\$ 1,772,857	\$ 1,934,744
	6,762,595			203,245	6,965,840
	(5,740,306)		66,697	1,569,612	66,697
			(927,099)		(5,097,793)
	2,971,888		730,548		3,702,436
	1,076,571		351,129		1,427,700
	2,620		(424)		2,196
	(1,689,227)		154,154	1,569,612	34,539
	\$ (1,689,227)	\$ -	\$ 154,154	\$ 1,569,612	\$ 34,539

**TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)**

- Less: Invested in Capital Assets, Net of Related Debt (1)
- Less: Restricted for Debt Service Reserve (1)
- Less: Other Restricted Net Position (1)
- Total Unrestricted Net Position (1)
- Less: Designated for Non-Operating Improvements & Repairs
- Less: Designated for Rate Stabilization
- Less: Other Designated by Resolution
- Plus: Accrued Unfunded Pension Liability (1)
- Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)
- Plus: Estimated Income (Loss) on Current Year Operations (2)
- Plus: Other Adjustments (attach schedule)

**UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET**

- Unrestricted Net Position Utilized to Balance Proposed Budget
- Unrestricted Net Position Utilized in Proposed Capital Budget
- Appropriation to Municipality/County (3)

Total Unrestricted Net Position Utilized in Proposed Budget

**PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR**

(4)

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

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

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

Maximum Allowable Appropriation to Municipality/County \$ 183,206 \$ - \$ 428,432 \$ 45,207 \$ 656,846

(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.

2019  
PLAINFIELD

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(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

**PLAINFIELD**  
(Name)

**FISCAL YEAR: FROM:** January 1,2019 **TO:** Dec.31,2019

[ ] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Plainfield Housing Authority, on the 15th day of October, 2018 .

**OR**

[ ] It is hereby certified that the governing body of the Plainfield 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:	Randall Wood		
Title:	Executive Director		
Address:	510 East Front Street Plainfield NJ 07060		
Phone Number:	908-769-6335	Fax Number:	908-226-9679
E-mail address	Randywood01@yahoo.com		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## Plainfield Housing Authority

(Name)

FISCAL YEAR: FROM: January 1,2019 TO: Dec.31,2019

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

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

YES - reviewed and approved by municipal government and residents of the development

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?  
In accordance with HUD requirements, the Authority has prepared a 5 year capital plan and performed a physical needs assessment

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

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

As previously noted, rental income is governed by federal regulation and is equal to 30 % of adjusted tenant income. As the local economy is fairly stable, it is not anticipated that tenant incomes and resulting rents will differ significantly from the prior year.

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

*Add additional sheets if necessary.*



# Proposed Capital Budget

## Plainfield Housing Authority

For the Period January 1, 2019 to December 31, 2019

	Estimated Total Cost	<i>Funding Sources</i>			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
CFP 17 Site Improvements	\$ 125,000				\$ 125,000
CFP 18 Site Improvements	550,000				550,000
CFP 19 Operating Transfer	170,000				170,000
CFP 19 Site Improvements	-				
Total	845,000	-	-	-	845,000
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 845,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 845,000</b>

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

# 5 Year Capital Improvement Plan

## Plainfield Housing Authority

For the Period January 1, 2019 to December 31, 2019

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget				
		Year 2019	2020	2021	2022	2023
<i>Public Housing Management</i>						
CFP 17 Site Improvements	\$ 125,000	\$ 125,000				
CFP 18 Site Improvements	850,000	550,000	150,000	150,000		
CFP 19 Operating Transfer	170,000	170,000				
CFP 19 Site Improvements	875,000	-	450,000	425,000		
Total	2,020,000	845,000	600,000	575,000	-	-
<i>Section 8</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,020,000</b>	<b>\$ 845,000</b>	<b>\$ 600,000</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan Funding Sources

## Plainfield Housing Authority

For the Period    January 1, 2019                      to                      December 31, 2019

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
CFP 17 Site Improvements	\$ 125,000				\$ 125,000
CFP 18 Site Improvements	850,000				850,000
CFP 19 Operating Transfer	170,000				170,000
CFP 19 Site Improvements	875,000				875,000
Total	2,020,000	-	-	-	2,020,000
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,020,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,020,000</b>
Total 5 Year Plan per CB-4	<b>\$ 2,020,000</b>				

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

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

**2019 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
PLAINFIELD  
(Name)**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: January 1,2019 TO: Dec. 31,2019**

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

1. Complete a brief statement on the 2019 proposed Annual Budget and make comparison to the 2018 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).

Budgeted Revenues are anticipated to be adequate to cover projected expenses and cover debt service for calendar year 2019 and result in a small budget surplus.  
See attached analysis of variances from last year .

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.

The proposed annual will have no significant impact on rents or service fees charged. Rental income is based upon 30 % of adjusted tenant income as defined by federal regulation. Other increases or decreases in budgeted revenue are changes in HUD subsidies. For other changes please refer to supplemental analysis attached.

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

The local / regional economy is fairly stable and does not have a significant impact on the proposed budget

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.

Adopting GASB 68 will result in the recording of significant pension costs and corresponding future pension liabilities causing a UNP to be negative.

4. 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
5. The proposed budget must not reflect an anticipated deficit from 2019 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)**

As reflected in the proposed budget, the Authority does not anticipate a deficit from operations. The deficit is a direct result of the implementation of GASB 68. It is anticipated that this liability will be paid over a period of many years and will probably require the Authority to secure other revenue streams to reduce this accumulated deficit. In all likelihood, the Authority will look to HUD for additional funding and / or guidance since it is required to participate in the NJPERS system.

# HOUSING AUTHORITY CONTACT INFORMATION 2019

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

<b>Name of Authority:</b>	Housing Authority of the City of Plainfield		
<b>Federal ID Number:</b>			
<b>Address:</b>	510 East Front Street		
<b>City, State, Zip:</b>	Plainfield	NJ	07060
<b>Phone: (ext.)</b>	908-769-6335		908-769-9679

<b>Preparer's Name:</b>	Anthony G. Polcari, CPA Fee Accountant		
<b>Preparer's Address:</b>	2035 Hamburg Turnpike, Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	(973) 831-6969 Ext. 11	<b>Fax:</b>	(973) 831-6972
<b>E-mail:</b>	tony@polcarico.com		

<b>Chief Executive Officer:</b>	Randall Wood		
<b>Phone: (ext.)</b>	908-769-6335	<b>Fax:</b>	908-226-9679
<b>E-mail:</b>	Randywood01@yahoo.com		

<b>Chief Financial Officer:</b>	Lewis Hurd		
<b>Phone: (ext.)</b>	908-769-6335	<b>Fax:</b>	908-226-9679
<b>E-mail:</b>			

<b>Name of Auditor:</b>	Frank L Glien		
<b>Name of Firm:</b>	Frank L Glien CPA		
<b>Address:</b>	130 Dietz Street		
<b>City, State, Zip:</b>	Cranford	NJ	
<b>Phone: (ext.)</b>	908-272-5229	<b>Fax:</b>	
<b>E-mail:</b>	fglien@verizon.net		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## PLAINFIELD

(Name)

FISCAL YEAR: FROM: January 1, 2019 TO: Dec. 31, 2019

Answer all questions below completely and attach additional information as required

Provide the number of individuals employed in calendar year 2017 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 35

- 1) Provide the amount of total salaries and wages for calendar year 2017 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$1,423,529
- 2) Provide the number of regular voting members of the governing body: 6
- 3) Provide the number of alternate voting members of the governing body: 0
- 4) 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.
- 5) 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/njdeca\\_prod/fdssearch.aspx](http://fds.state.nj.us/njdeca_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.
- 6) 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.
- 7) 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? 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.*

- 8) 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.
- 9) 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.**

- 10) Did the Authority pay for meals or catering during the current fiscal year? Yes *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. SEE ATTACHED SCHEDULE (A)*
- 11) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes
- 12) *If "yes," See attached Schedule (B) 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 Yes Executive Director is provided with a vehicle to commute to and from work and visit the sites.
  - 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? 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? Yes *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.*



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

\_\_\_\_\_  
(Name)

**FISCAL YEAR: FROM: January 1,2019 TO: Dec.31,2019**

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

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 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 all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 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, 2019 to December 31, 2019

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/1099)				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	
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend	Bonus									Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1. Randall Wood	Executive Director	40	x	x				\$ 177,177	\$ 3,850	\$ 59,125	\$ 240,152	None	N/A	N/A	\$ -	\$ -	\$ 240,152	
2. Lew Hurd	Finance Director	40			x			79,090	6,200	16,850	102,140	None	N/A	N/A	\$ -	\$ -	102,140	
3. Joseph Ruffin	Chairperson							0	0	0	0	County of Union	Deputy County Coun	40	\$ -	\$ -	0	
4. Louise A. Colodrie	Vice Chair							0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
5. Dollie S Hamlin	Commissioner							0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
6. Jeanette Edjhill	Commissioner							0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
7. Pamela - Dunn- Hale	Commissioner							0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
8. Viola Braco	Commissioner							0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
9								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
10								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
11								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
12								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
13								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
14								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
15								0	0	0	0	None	N/A	N/A	\$ -	\$ -	0	
<b>Total:</b>											\$ 256,267	\$ 10,050	\$ 75,975	\$ 342,292		\$ -	\$ -	\$ 342,292

(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

Plainfield Housing Authority  
 For the Period January 1, 2019 to December 31, 2019

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget						
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	6	\$ 11,220	\$ 67,320	7	\$ 11,232	\$ 78,624	\$ (11,304)	-14.4%		
Parent & Child	4	19,896	79,584	1	19,908	19,908	59,676	299.8%		
Employee & Spouse (or Partner)	1	22,224	22,224	3	19,908	59,724	(37,500)	-62.8%		
Family	4	33,012	132,048	5	33,012	165,060	(33,012)	-20.0%		
Employee Cost Sharing Contribution (enter as negative - )			(28,886)			(24,570)	(4,316)	17.6%		
Subtotal	15		272,290	16		298,746	(26,456)	-8.9%		
<b>Commissioners - Health Benefits - Annual Cost</b>										
Single Coverage									#DIV/0!	
Parent & Child									#DIV/0!	
Employee & Spouse (or Partner)									#DIV/0!	
Family									#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )									#DIV/0!	
Subtotal	0			0					#DIV/0!	
<b>Retirees - Health Benefits - Annual Cost</b>										
Single Coverage	12	6,612	79,344	11	6,612	72,732	6,612	9.1%		
Parent & Child								#DIV/0!		
Employee & Spouse (or Partner)	4	13,800	55,200	4	16,200	64,800	(9,600)	-14.8%		
Family								#DIV/0!		
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!		
Subtotal	16		134,544	15		137,532	(2,988)	-2.2%		
<b>GRAND TOTAL</b>	<b>31</b>		<b>\$ 406,834</b>	<b>31</b>		<b>\$ 436,278</b>	<b>\$ (29,444)</b>	<b>-6.7%</b>		

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	<input type="checkbox"/> Yes or No
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	<input type="checkbox"/> Yes or No

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



PLAINFIELD HA  
STATE BUDGET ACC ABS DETAIL

12/31/2017

EMPLOYEE NAME	TOTAL LIABILITY
Allen, Beverly	8,030.02
Anderson Timothy	
Batres Cabrera, Mynor	12,488.67
Brant, Willie	11,352.42
Brown, Monique	2,227.41
Brown, Tracy	0.00
Chang, Wan	41,265.52
Clark Cabbell, Joyce	4,142.31
Cook, Henry	5,875.06
Hare, Clyde	12,458.99
Hurd, Lewis	21,620.23
	0.00
Marsh, James	37,037.25
Miller, Jacqueline	28,927.02
Person, Barry	259.87
	0.00
Salter, Jackie	0.00
Smith, Renada	8,909.01
Sutton, Zena	8,353.78
Wilson, Ronald	9,278.42
Wood, Randy	49,734.54
Pollard, Keshin	3,833.57
<b>TOTAL</b>	<b>265,794.09</b>

N-6-1



Schedule A

HOUSING AUTHORITY OF PLAINFIELD  
General Ledger Report  
SUPPLEMENTAL FUND

For the period January 2017 to December 2017

*PAID BY - BUSINESS  
ACTY ACCT  
New Food Funds*

*FLX  
2017*

Date	Description	Journal	Reference	Starting Balance	Amount This Period	Transaction Balance	Purpose
<b>Account #: 4190.09 MEETING EXPENSE</b>							
12/31/2016	MEETING EXPENSE	MT	ADJ	10,151.67	0.00	10,151.67	
01/31/2017	TO ADJUST AND RECALSS TO PROPER ACCT	PB	002098	0.00	535.60	535.60	
03/21/2017	ADRIAN'S	MT	CD	0.00	275.00	275.00	CATERING- BOARD MEET
03/31/2017	TO RECORD WIRE AND MANUAL CH 2104	PB	002106	0.00	232.73	232.73	
04/26/2017	PLAINFIELD BOARD OF EDUCATION	PB	002108	0.00	62.91	62.91	MEETING EXPENSE
05/16/2017	ADRIAN'S	PB	002108	0.00	300.00	300.00	CATERING- BOARD MEET
05/16/2017	TD CARD SERVICES	PB	002109	0.00	855.00	855.00	CREDIT CARD #4246988
06/02/2017	CASH	PB	002110	0.00	250.00	250.00	MEETING EXPENSE
07/19/2017	ADRIAN'S	PB	002116	0.00	300.00	300.00	CATERING- BOARD MEET
08/24/2017	SAKER SHOPRITES, INC.	PB	002123	0.00	7.66	7.66	SUPPLIES
08/24/2017	SAKER SHOPRITES, INC.	PB	002123	0.00	81.62	81.62	SUPPLIES
09/29/2017	SAKER SHOPRITES, INC.	PB	002130	0.00	136.18	136.18	SUPPLIES
09/29/2017	TD CARD SERVICES	PB	002132	0.00	3,413.74	3,413.74	CREDIT CARD #4246988
10/25/2017	PLAINFIELD BOARD OF EDUCATION	PB	002134	0.00	132.00	132.00	MEETING EXPENS-BOARD
11/22/2017	SAKER SHOPRITES, INC.	PB	002142	0.00	64.40	64.40	SUPPLIES
12/19/2017	TD CARD SERVICES	PB	002149	0.00	735.00	735.00	CREDIT CARD #4246988
12/31/2017	TO RECORD SUPP CASH ACTY DEC 2017	MT	SUPP	0.00	1,413.64	1,413.64	
<b>Account Total</b>				10,151.67	8,795.48	18,947.15	
<b>Ledger Total</b>				10,151.67	8,795.48	18,947.15	