

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**(A Component Unit of Haddon Township, State of New Jersey)**

**Financial Statements and Supplementary Schedules**

**For the years ended December 31, 2017 and 2016**

**(With Independent Auditor's Report thereon)**

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**(A Component Unit of Haddon Township, State of New Jersey)**  
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**December 31, 2017 and 2016**

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## INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Commissioners of the  
Housing Authority of the Township of Haddon  
County of Camden  
Westmont, New Jersey 08108

### **Report on the Financial Statements**

We have audited the accompanying financial statements of business-type activities of the Housing Authority of the Township of Haddon, a component unit of the Township of Haddon, County of Camden, State of New Jersey, as of and for the year ended December 31, 2017 and 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in compliance with audit standards prescribed by the Local Finance Board and by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the Township of Haddon, a component unit of the Township of Haddon, County of Camden, State of New Jersey, as of December 31, 2017 and 2016, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Haddon Township Housing Authority's basic financial statements. The accompanying detailed statement of revenues, expenses and changes in net position compared to budget and other supplementary information as listed in the table of contents, are presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and are not a required part of the basic financial statements.

The accompanying detailed statement of revenues, expenses and changes in net position compared to budget, the financial data schedules, and the statement and certification of actual capital fund grant costs are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying detailed statement of revenues, expenses and changes in net position compared to budget, the financial data schedules, and the statement and certification of actual capital fund grant costs are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2018 on our consideration of the Housing Authority of the Township of Haddon's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the Township of Haddon's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Holman Frenia Allison". The signature is written in a cursive, flowing style.

**HOLMAN FRENIA ALLISON, P.C.**  
*Certified Public Accountants*

June 6, 2018  
Toms River, New Jersey



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Chairperson and Commissioners of the  
Housing Authority of the Township of Haddon  
County of Camden  
Westmont, New Jersey 08108

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements of the Housing Authority of the Township of Haddon (herein referred to as “the Authority”), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated June 6, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and audit requirements as prescribed by the Local Finance Board and by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

## **Authority's Response to Findings**

The Authority's response to the findings identified in our audit is described in the accompanying general comments and recommendations. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**HOLMAN FRENIA ALLISON, P.C.**  
*Certified Public Accountants*

June 6, 2018  
Toms River, New Jersey

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Management's Discussion and Analysis**  
**December 31, 2017**

As management of the Authority, we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities for the year ended December 31, 2017. This narrative and analysis is intended to provide context and support to the financial statements provided in this report.

**Using the Annual Report**

**Management's Discussion and Analysis**

The Management's Discussion and Analysis is intended to serve as an introduction to the Authority's financial statements. The Authority's financial statements and Notes to Financial Statements included in this report were prepared in accordance with generally accepted accounting principles applicable to governmental entities in the United States of America for Proprietary Funds.

**Financial Statements**

The financial statements are designed to provide readers with a broad overview of the Authority's finances in a manner similar to private sector businesses. They consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, and Statement of Cash Flows.

The Statement of Net Position presents information on all of the Authority's assets and liabilities, with the difference between the two reported as net position. Increases or decreases in net position serves as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the Authority's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of unrelated cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. depreciation and earned but unused vacation time).

The financial statements report on the Authority's activities. The activities are primarily supported by subsidies and grants from the United States Department of Housing and Urban Development. The Authority's function is to provide decent, safe and sanitary housing to lower income individuals who are 62 years old and older.

**Notes to Financial Statements**

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the general purpose financial statements. They appear in this report after the basic financial statements.

## Budgetary Highlights

For the year ended December 31, 2017, individual program and grant budgets were prepared by the Authority and were approved by the Board of Commissioners. The Authority prepares a budget to be submitted to the Bureau of Authority Regulation, Department of Community Affairs. The budget was prepared in accordance with the accounting procedures prescribed by the applicable funding agency.

## Financial Highlights

- As of the close of the year, the Authority reported unrestricted net position of (\$522,494) compared to (\$455,393) at the close of the prior year.
- Rent revenue from tenants for the year was \$402,299 compared to \$390,585 for the prior year.
- Operating expenses for the year were \$856,143 compared to \$897,174 for the prior year.
- The total HUD PHA operating grant for the year ended December 31, 2017 was \$237,302 compared to \$264,961 for the prior year.

Computation of net position at December 31, 2017, 2016 and 2015 is as follows:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Cash and other current assets	\$ 757,937	\$ 831,549	\$ 1,047,963
Capital assets, net	1,976,117	2,016,495	1,841,502
Deferred Outflows	<u>206,301</u>	<u>280,758</u>	<u>98,641</u>
Total assets	2,940,355	3,128,802	2,988,106
Current liabilities	175,375	181,156	146,200
Long-term liabilities	1,161,710	1,379,120	1,128,935
Deferred Inflows	<u>149,647</u>	<u>7,424</u>	<u>19,905</u>
Total liabilities	1,486,732	1,567,700	1,295,040
Invested in capital asset	1,976,117	2,046,495	1,841,502
Unrestricted net position	<u>(522,494)</u>	<u>(455,393)</u>	<u>(148,436)</u>
Total net position	<u>\$ 1,453,623</u>	<u>\$ 1,561,102</u>	<u>\$ 1,693,066</u>

A summary of the Statements of Revenues, Expenses and Changes in Net Position is analyzed on the following page.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>OPERATING REVENUES</b>			
Tenant rents	\$ 402,299	\$ 390,585	\$ 398,439
HUD PHA operating grant	237,302	264,961	225,213
Other	<u>61,283</u>	<u>56,180</u>	<u>54,947</u>
Total operating revenues	700,884	711,726	678,599
<b>OPERATING EXPENSES</b>			
Administrative	270,258	296,621	248,582
Tenant services	4,803	6,179	7,304
Utilities	201,702	205,033	209,350
Maintenance and operation	218,258	206,163	180,961
Protective services	0	7,759	6,982
General expenses	59,883	78,330	51,842
Extraordinary maintenance	-	0	2,540
Depreciation	<u>101,239</u>	<u>97,089</u>	<u>84,385</u>
Total operating expenses	<u>856,143</u>	<u>897,174</u>	<u>791,946</u>
Operating income/(loss)	(155,259)	(185,448)	(113,347)
<b>NON-OPERATING REVENUES/(EXPENSES)</b>			
Interest income	1,815	2,180	2,577
Other government grants	-	0	0
Capital grants	<u>45,965</u>	<u>51,305</u>	<u>83,491</u>
Total non-operating revenues/(expenses)	<u>47,780</u>	<u>53,485</u>	<u>86,068</u>
Change in net assets	(107,479)	(131,963)	(27,279)
Prior Period Restatement		0	(568,589)
Net position, beginning of year	<u>1,561,102</u>	<u>1,693,065</u>	<u>2,288,933</u>
Net position, end of year	<u>\$ 1,453,623</u>	<u>\$ 1,561,102</u>	<u>\$ 1,693,066</u>

Total operating revenues of \$700,884 decreased \$10,842 or 1.5% compared to 2016 due to a decrease in HUD subsidy.

Total operating expenses of \$856,143 decreased by a net amount of \$41,031 or 4.6% compared to 2016. The PHA experienced decreases in administrative, utilities and general expenses.

Building occupancy levels were at or near capacity throughout 2017 and 2016.

For the year ended 12/31/15 the Authority was required to implement GASB 68 that required it to record its unfunded pension liability as provided by the State of New Jersey. The net pension liability as of 12/31/17 is \$719,288. Recording of this liability created a negative unrestricted net position for the Authority of \$522,494 as of 12/31/17. The 2017 net effect on the Authority's unrestricted net position was a negative \$32,504.

### **Capital Assets and Debt Administration**

As of December 31, 2017, the Authority's capital assets net of accumulated depreciation were \$1,976,117.

The Authority had no long-term debt outstanding at December 31, 2017.

### **Economic Factors for the Current Year**

With the exception of the GASB 68 net effect on its unrestricted net position the Authority has had a surplus in three of the last five years of operations. This is the combination of sustained high occupancy and cost controls, including replacement of the boilers resulting in decreased utility expense. Unfortunately, the Authority has seen a steady decrease in its subsidy from HUD but has been able to manage the properties in an efficient manner nonetheless. The Authority is committed to operating cost effectively while maintaining a suitable living environment for its tenants and maintaining a balanced financial position.

The Authority was awarded a score of 86 out of a possible 100 for the recently completed REAC evaluation.

### **Contacting the Authority's Financial Management**

This financial report is designed to provide a general overview of the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Haddon Township Housing Authority, 25 Wynnewood Avenue, Haddon Township, New Jersey 08108.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Statements of Net Position**  
**December 31, 2017 and 2016**

	<b>2017</b>	<b>2016</b>
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 729,639	\$ 831,271
Accounts receivable - tenants, net	1,803	278
Accounts receivable - HUD other projects	26,495	-
Total current assets	757,937	831,549
Capital assets, net	1,976,117	2,016,495
Total assets	2,734,054	2,848,044
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows related to pensions	206,301	280,758
Total deferred outflow of resources	206,301	280,758
Total assets and deferred outflow of resources	2,940,355	3,128,802
<b>LIABILITIES</b>		
Current liabilities:		
Accrued wages and payroll taxes	18	1,740
Accrued compensated absences, current	3,674	1,910
Tenant security deposits	38,889	38,178
Other accrued liabilities	22,445	41,043
Current portion of unearned revenue	34,160	34,160
Accounts payable	48,269	37,027
Pension payable	27,920	27,098
Total current liabilities	175,375	181,156
Long-term liabilities:		
Accrued compensated absences, less current portion	25,566	24,688
Unearned revenue, net of current portion	416,856	450,968
Net pension liability	719,288	903,464
Total long-term liabilities	1,161,710	1,379,120
Total liabilities	1,337,085	1,560,276
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows related to pensions	149,647	7,424
Total deferred inflow of resources	149,647	7,424
Total liabilities and deferred inflow of resources	1,486,732	1,567,700
<b>NET POSITION</b>		
Net position:		
Invested in capital assets, net of related debt	1,976,117	2,016,495
Unrestricted	(522,494)	(455,393)
Total net position	1,453,623	1,561,102
Total liabilities, deferred inflow of resources and net position	\$ 2,940,355	\$ 3,128,802

The notes to the financial statements are an integral part of this statement.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Statements of Revenues, Expenses, and Changes in Net Position**  
**For the years ended December 31, 2017 and 2016**

	<b>2017</b>	<b>2016</b>
Operating revenues:		
Tenant rental revenue	\$ 402,299	\$ 390,585
HUD operating grants	237,302	264,961
Other revenues	61,283	56,180
Total operating revenues	700,884	711,726
Operating expenses:		
Administrative	270,258	296,621
Tenant services	4,803	6,179
Utilities	201,702	205,033
Ordinary repairs and maintenance	218,258	213,923
Insurance	31,901	34,690
General expenses	27,982	43,639
Depreciation	101,239	97,089
Total operating expenses	856,143	897,174
Net gain (loss) from operations	(155,259)	(185,448)
Non-operating revenues (expenses):		
Investment income	1,815	2,180
Total non-operating revenues (expenses)	1,815	2,180
Capital grants	45,965	51,305
Change in net position	(107,479)	(131,963)
Net position, January 1	1,561,102	1,693,065
Net position, December 31	\$ 1,453,623	\$ 1,561,102

The notes to the financial statements are an integral part of this statement.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Statements of Cash Flows**

**For the years ended December 31, 2017 and 2016**

	<u>2017</u>	<u>2016</u>
<b>Cash flows from operating activities:</b>		
Cash received from tenants	\$ 401,485	\$ 394,248
Cash received from HUD	210,807	264,961
Cash received from other sources	27,171	22,010
Cash paid to vendors	(503,806)	(468,584)
Cash paid to employees	<u>(224,208)</u>	<u>(209,839)</u>
Net cash flows from operating activities	<u>(88,551)</u>	<u>2,796</u>
<b>Cash flows from capital activities:</b>		
Purchases of capital assets	(60,861)	(272,082)
Proceeds from grants	<u>45,965</u>	<u>51,305</u>
Net cash flows from capital activities	<u>(14,896)</u>	<u>(220,777)</u>
<b>Cash flows from investing activities:</b>		
Interest received on investments	<u>1,815</u>	<u>2,180</u>
Net cash flows from investing activities	<u>1,815</u>	<u>2,180</u>
Net change in cash	(101,632)	(215,801)
Cash and cash equivalents, beginning of year	<u>831,271</u>	<u>1,047,072</u>
Cash and cash equivalents, end of year	<u>\$ 729,639</u>	<u>\$ 831,271</u>
Reconciliation to Statements of Net Position:		
Cash and cash equivalents	<u>\$ 729,639</u>	<u>\$ 831,271</u>

The notes to the financial statements are an integral part of this statement.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Statements of Cash Flows (continued)**  
**For the years ended December 31, 2017 and 2016**

	<b>2017</b>	<b>2016</b>
Reconciliation of operating income/(loss) to net cash flows from operating activities:		
Operating income/(loss)	\$ (155,259)	\$ (185,448)
Items which did not use cash:		
Depreciation	101,239	97,089
Unbudgeted pension expense	32,504	66,922
Working capital changes which provided/(used) cash:		
Accounts receivable - tenants, net	(1,525)	613
Accounts receivable - HUD other projects	(26,495)	-
Accrued wages and payroll taxes	(1,722)	(9,010)
Accrued compensated absences	2,642	22,854
Tenant security deposits	711	3,050
Unearned revenue	(34,112)	(34,170)
Other accrued liabilities	(18,598)	20,786
Other current liabilities	12,064	20,110
Net cash flows from operating activities	\$ (88,551)	\$ 2,796

The notes to the financial statements are an integral part of this statement.

## HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON

### Notes to Financial Statements

For the years ended December 31, 2017 and 2016

#### NOTE 1: ORGANIZATION AND PURPOSE

The Housing Authority of the Township of Haddon (the “Authority”) is a governmental public housing agency located in the Township of Haddon (the “Township”), County of Camden, State of New Jersey. The Township is located in southwest New Jersey approximately five miles east of the City of Philadelphia, Pennsylvania. The Authority was organized on January 21, 1965 under federal and state housing laws as defined by State statute N.J.S.A. 4A:12A-1, et. seq., (the “Housing Authority Act”) for the purpose of providing and operating cost-effective, decent, safe and sanitary dwellings for lower income individuals who are 62 years old or older through an authorized local public housing agency. The Authority is responsible for operating a low-rent housing program, consisting of 100 private dwelling units and several public areas for the tenants’ social activities, administered by the U.S. Department of Housing and Urban Development (“HUD”). These programs provide housing for eligible families under the United States Housing Act of 1937, as amended, Public Law 93-383.42 U.S.C. 1439.

The Authority is governed by a board of seven commissioners. The officers of the Authority consist of a chairperson and vice chairperson elected from the board and an executive director who is appointed by the board. The executive director manages the day-to-day operations of the Authority. No commissioner is eligible to hold the position of executive director, except on a temporary basis with the approval of the United States Department of Housing and Urban Development.

#### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### A. Reporting Entity

The primary criterion for including activities within the Authority’s reporting entity, as set forth in Section 2100 of the GASB *Codification of Governmental Accounting and Financial Reporting Standards*, is whether:

- the organization is legally separate (can sue or be sued in their own name);
- the Authority holds the corporate powers of the organization;
- the Authority appoints a voting majority of the organization’s board
- the Authority is able to impose its will on the organization;
- the organization has the potential to impose a financial benefit/burden on the Authority
- there is a fiscal dependency by the organization on the Authority.

Based upon the application of these criteria, this report includes all programs and activities operated by the Authority. There were no additional entities required to be included in the reporting entity under these criteria in the current fiscal year. Furthermore, the Authority is considered a component unit of the Township of Haddon.

##### B. Basis of Accounting

The financial statements of the Authority have been prepared on the accrual basis of accounting and in accordance with generally accepted accounting principles (“GAAP”) applicable to enterprise funds of state and local governments.

All activities of the Authority are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprise where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. Basis of Presentation (continued)**

governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The accounting and financial reporting treatment applied to the Authority is determined by its measurement focus. The transactions of the Authority are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, liabilities and deferred inflow or outflow of resources associated with the operations are included on the statement of net position. Net position (i.e., total assets net of total liabilities) are segregated into invested in capital assets, net of related debt and unrestricted components.

**C. Use of Management Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, accrued expenses, depreciable lives of properties and equipment, amortization of leasehold improvements and contingencies. Actual results could differ significantly from these estimates.

**D. Cash and Cash Equivalents**

New Jersey Authorities are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States of America or State of New Jersey or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey Authorities. The Authority is required to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey.

N.J.S.A. 17:9-42 requires governmental units to deposit public funds only in public depositories located in New Jersey, when the funds are secured in accordance with the Act.

HUD requires housing authorities to invest excess funds in obligations of the United States of America, certificates of deposit, or any other federally insured investment.

HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States of America are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

For the Statements of Cash Flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of acquisition.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. Cash and Cash Equivalents (continued)**

It is the Authority's policy to maintain collateralization in accordance with state and HUD requirements.

**E. Accounts Receivable - Tenants**

Rents are due from tenants on the first day of each month. As a result, tenants' receivable balances primarily consist of rents past due and vacated tenants. An allowance for doubtful accounts is established to provide for all accounts which may not be collected in the future for any reason. Collection losses on accounts receivable are charged against the allowance for doubtful accounts.

**F. Prepaid Expenses**

Prepaid expenses represent amounts paid as of year-end that will benefit future periods.

**G. Capital Assets**

Capital assets are stated at cost. Expenditures for repairs and maintenance are charged directly to expense as incurred. Expenditures determined to represent additions or betterments are capitalized. Upon the sale or retirement of fixed assets, the cost and related accumulated depreciation are eliminated from the accounts and any related gain or loss is reflected in the Statement of Revenues, Expenses, and Changes in Net Position. Depreciation is calculated using the straight-line method based on the estimated useful lives of the asset groups shown on the following page:

Equipment and furniture	7-10 years
Dwelling improvements	10 years
Site improvements	30 years
Buildings	30 years

The Authority has established a capitalization threshold of \$2,000.

**H. Compensated Absences**

Compensated absences represent amounts to which employees are entitled based on accumulated leave earned in accordance with the Authority's Personnel Policy. Employees may be compensated for accumulated vacation leave in the event of retirement or termination from service at the current salary. See Note 7 for a description of these circumstances.

**I. Unearned Revenue**

The Authority's unearned revenue primarily consists of the prepayment of lease space for cell towers, prepayment of rent by residents and the receipt of HUD and other program funding applicable to future periods.

**J. Operating Revenues and Expenses**

The Authority defines its operating revenues as income derived from charges to residents and others for services provided as well as government subsidies and grants used for operating purposes.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J. Operating Revenues and Expenses (continued)**

Operating expenses are costs incurred in the operation of its program activities to provide services to residents and others. The Authority classifies all other revenues as non-operating.

**K. Taxes**

The Housing Authority of the Township of Haddon is exempt by statute from federal and state income taxes.

**L. Net Position Classifications**

Net position is classified in three components as follows:

Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted net position - Consists of net positions with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - All other net positions that do not meet the definition of "restricted" or "invested in capital assets, net of related debt." This component includes net positions that may be allocated for specific purposes by the Board.

**M. Deferred Inflows/Outflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future periods and so will not be recognized as an inflow of resources (revenue) until that time.

**N. Impact of Recently Issued Account Principles**

Adopted Accounting Pronouncements

Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**N. Impact of Recently Issued Account Principles (continued)**

information, supporting assessments of accountability and interperiod equity, and creating additional transparency. The adoption of this Statement had no impact on the Authority's financial statements.

The Authority implemented GASB Statement No. 76, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. Implementation of this Statement did not impact the Authority's financial statements.

The Authority implemented GASB Statement No. 77, Tax Abatement Disclosures. This Statement requires governments that enter into tax abatement agreements to disclose information about those agreements. Implementation of this Statement did not impact the Authority's financial statements.

The Authority implemented GASB Statement No. 78, Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans. The objective of this Statement is to address a practice issue regarding the scope and applicability of Statement No. 68, Accounting and Financial Reporting for Pensions. Implementation of this Statement did not impact the Authority's financial statements.

The Authority implemented GASB Statement No. 79, Certain External Investment Pools and Pool Participants. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Implementation of this Statement did not impact the Authority's financial statements.

Recently Issued Accounting Pronouncements

The GASB has issued the following Statements which will become effective in future fiscal years as shown below:

Statement No. 75, *Accounting and Financial Reporting for Post-employment Benefits Other than Pensions*. This Statement replaces the requirements of Statement No. 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agency Employers and Agent Multi-Employer Plans*, for OPEB Statement No. 74, *Financial Reporting for Post-employment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB Plans. This Statement will be effective for the year ended June 30, 2018. Management has not yet determined the potential impact on the Authority's financial statements.

Statement No. 80, *Blending Requirements for Certain Component Units - an amendment of GASB Statement No. 14*. The objective of this Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity, as amended*. This Statement will be effective for the year ended June 30, 2018. Management does not expect this Statement to impact the Authority's financial statements.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**N. Impact of Recently Issued Account Principles (continued)**

Statement No. 81, *Irrevocable Split-Interest Agreements*. The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. This Statement will be effective for the year ended December 31, 2017. Management does not expect this Statement to impact the Authority's financial statements.

Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, 68 and No. 73*. The objective of this Statement is to address certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. This Statement will be effective for the year ended December 31, 2017. Management has not yet determined the potential impact on the Authority's financial statements.

Statement No. 83, *Certain Asset Retirement Obligations*. This Statement addresses accounting and financial reporting requirements for certain asset retirement obligations and establishes the timing and pattern of recognition of a liability and corresponding deferred outflow of resources. This Statement will be effective for the year ended December 31, 2019. Management does not expect this Statement to impact the Authority's financial statements.

Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement will be effective for the year ended December 31, 2019. Management does not expect this Statement to impact the Authority's financial statements.

Statement No. 85, *Omnibus 2017*. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). This Statement will be effective for the year ended December 31, 2018. Management has not yet determined the potential impact on the Authority's financial statements.

Statement No. 86, *Accounting for Certain Debt Extinguishment*. Statement No. 86 provides guidance for transactions in which cash and other monetary assets acquired with only existing resources, that is, resources other than the proceeds of refunding debt, are placed in an irrevocable trust for the sole purpose of extinguishing debt. Statement No. 86 is effective for reporting periods beginning after June 15, 2017. Management does not expect this Statement to have a material impact on the Authority's financial statements.

Statement No. 87, *Leases*. Statement No. 87 establishes a single approach to accounting for and reporting leases by state and local governments. The GASB based the new standard on the principle that leases are financing of the right to use an underlying asset. Statement No. 87 is effective for reporting periods beginning after December 15, 2019. Management does not expect this Statement to have a material impact on the Authority's financial statements.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**O. Budgets and Budgetary Accounting**

The Authority must adopt an annual budget in accordance with the U.S. Department of Housing and Urban Development (HUD) and N.J.A.C. 5:31-2. N.J.A.C. 5:31-2 requires the governing body to introduce the annual Authority budget at least 60 days prior to the end of the current fiscal year and to adopt not later than the beginning of the Authority's fiscal year. The governing body may amend the budget at any point during the year with the approval of HUD. The budget is adopted on the accrual basis of accounting with provisions for cash payments for capital outlays. Depreciation expense is not included in the budget appropriations.

The legal level of budgetary control is established at the detail shown on the Statement of Revenues, Expenses, and Changes in Net Position. All budget transfers and amendments to those accounts must be approved by resolution of the Authority as required by the Local Finance Board. Management may transfer among supplementary line items as long as the legal level line items are not affected. There are no statutory requirements that budgetary line items not be over-expended.

**P. Subsequent Events**

Housing Authority of the Township of Haddon has evaluated subsequent events through June 6, 2018, which is the date the financial statements were available to be issued.

**NOTE 3: CASH AND CASH EQUIVALENTS**

The Authority is governed by the deposit and investment limitations of New Jersey state law. The deposits and investments held at December 31, 2017 and 2016, and reported at fair value are as follows:

	<u>2017</u>	<u>2016</u>
<b>Deposits:</b>		
Demand deposits	\$ <u>729,639</u>	\$ <u>831,271</u>
Total deposits	\$ <u>729,639</u>	\$ <u>831,271</u>
<b>Reconciliation to Statements of Net Position:</b>		
Cash and cash equivalents	\$ <u>729,639</u>	\$ <u>831,271</u>
Total	\$ <u>729,639</u>	\$ <u>831,271</u>

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure, the Authority's deposits may not be returned. The Authority does not have a deposit policy for custodial credit risk. As of December 31, 2017 and 2016, the Authority's bank balances of \$738,877 and \$841,055 were insured or collateralized as follows:

	<u>2017</u>	<u>2016</u>
FDIC Insured	\$ 250,000	\$ 250,000
Collateralized in the Authority's name under GUDPA	<u>488,877</u>	<u>591,055</u>
Total deposits	\$ <u>738,877</u>	\$ <u>841,055</u>

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 4: CAPITAL ASSETS, NET**

A summary of the changes in capital assets during 2017 and 2016 is as follows:

<u>Description</u>	<u>December 31, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>December 31, 2017</u>
Land	\$ 170,304	\$ -	\$ -	\$ 170,304
Construction in progress	-	14,896	-	14,896
Capital assets not depreciated	<u>170,304</u>	<u>14,896</u>	-	<u>185,200</u>
Buildings and improvements	4,238,862	45,965	-	4,284,827
Furniture and equipment	<u>73,012</u>	<u>-</u>	<u>-</u>	<u>73,012</u>
Total capital assets	4,482,178	60,861	-	4,543,039
Less: accumulated depreciation	<u>(2,465,683)</u>	<u>(101,239)</u>	<u>-</u>	<u>(2,566,922)</u>
Capital assets, net	<u>\$ 2,016,495</u>	<u>\$ (40,378)</u>	<u>\$ -</u>	<u>\$ 1,976,117</u>

<u>Description</u>	<u>December 31, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>December 31, 2016</u>
Land	\$ 170,304	\$ -	\$ -	\$ 170,304
Capital assets not depreciated	<u>170,304</u>	-	-	<u>170,304</u>
Buildings and improvements	4,021,295	217,567	-	4,238,862
Furniture and equipment	<u>18,497</u>	<u>54,515</u>	<u>-</u>	<u>73,012</u>
Total capital assets	4,210,096	272,082	-	4,482,178
Less: accumulated depreciation	<u>(2,368,594)</u>	<u>(97,089)</u>	<u>-</u>	<u>(2,465,683)</u>
Capital assets, net	<u>\$ 1,841,502</u>	<u>\$ 174,993</u>	<u>\$ -</u>	<u>\$ 2,016,495</u>

Depreciation expense for the years ended December 31, 2017 and 2016 was \$101,239 and \$97,089, respectively.

**NOTE 5: UNEARNED REVENUE**

On September 29, 2006, the Authority agreed to lease cell tower space to Wireless Capital Partners for a period of 20 years for a lump-sum payment of \$300,480. On June 25, 2012, the Authority agreed to lease cell tower space to Communications Capital Group for a period of 22 years for a lump-sum payment of \$421,000.

These amounts have been capitalized and are being recognized over the life of the respective leases. During the years ended December 31, 2017 and 2016, the Authority recognized \$34,160 and \$34,160, respectively, as revenue. At December 31, 2017 and 2016, \$451,016 and \$485,128, respectively was unearned.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 6: PAYMENTS IN LIEU OF TAXES**

Under Federal, State and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make a payment in lieu of taxes ("PILOT") for the PHA Owned Program in accordance with the provisions of its Cooperation Agreement with Haddon Township. Under the Cooperation Agreement, the Authority must pay the Township the lesser of 10% of its net shelter rent or the approximate full real property taxes. For the year ended December 31, 2017 and 2016, the Authority incurred PILOT expenses in the amount of \$22,445 and \$20,786, respectively.

**NOTE 7: COMPENSATED ABSENCES**

**A. Annual Leave**

The employees of the Authority are entitled to annual leave based on length of service:

<u>Length of Service</u>	<u>Number of Days</u>
7 months - 1 year	5
2 years - 5 years	10
6 years -10 years	15
11 years - 15 years	20
16 years - 20 years	23
21 years - and thereafter	25

Annual leave not taken by employees may be accumulated but the carryover amount in each year cannot exceed the amount accrued in the current calendar year. An employee who is permanently separated shall be paid in a lump sum for any accumulated annual leave at his/her current rate of pay, except where his/her dismissal is due to malfeasance. In no other event shall an employee be paid for annual leave not taken.

**B. Sick Leave**

Employees may be paid for leave taken because of illness or accident. Sick leave will accrue for regular full time employees at the rate of one day per month during the first year of employment and one and one-quarter days per month in every calendar year thereafter and shall accumulate from year to year. Sick leave for part time employees shall accrue at the same rate as that for full time employees, except that it shall be pro-rated on the basis of the percentage of the weekly hours actually worked during a scheduled week divided by 40 hours for maintenance personnel or 35 hours for staff personnel.

Sick leave may be accumulated indefinitely. Upon resignation or retirement, employees will be paid for one-half of their total accumulated unused sick time, or six month's salary, whichever is less.

The total value of compensated absences at December 31, 2017 and 2016 were \$29,240 and \$26,598, respectively.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS**

**A. Public Employees' Retirement System (PERS)**

**Plan Description** - The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about PERS, please refer to Division's Comprehensive Annual Financial Report (CAFR) which can be found at [www.state.nj.us/treasury/pensions/annrprts.shtml](http://www.state.nj.us/treasury/pensions/annrprts.shtml).

The vesting and benefit provisions are set by *N.J.S.A. 43:15A*. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of PERS.

The following represents the membership tiers for PERS:

<u>Tier</u>	<u>Definition</u>
1	Members who were enrolled prior to July 1, 2007
2	Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
3	Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
4	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
5	Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55<sup>th</sup> of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1/60<sup>th</sup> of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65. Early retirement benefits are available to tiers 1 and 2 members before reaching age 60, tiers 3 and 4 with 25 or more years of service credit before age 62 and tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

**Basis of Presentation** - The schedules of employer allocations and the schedules of pension amounts by employer (collectively, the Schedules) present amounts that are considered elements of the financial statements of PERS or its participating employers. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of PERS or the participating employers. The accompanying Schedules were prepared in accordance with U.S. generally accepted accounting principles. Such preparation requires management of PERS to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature of these estimates, actual results could differ from those estimates.

**Contributions** - The contribution policy for PERS is set by *N.J.S.A. 43:15A* and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount, which includes the employer portion of the normal cost and an amortization of the unfunded accrued liability. Funding for noncontributory group insurance benefits is based on actual claims paid. For the fiscal year 2017, the State's pension contribution

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

was less than the actuarial determined amount. The local employers' contribution amounts are based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. For the year ended December 31, 2017, the Authority's required contribution to PERS plan was \$28,625.

**Components of Net Pension Liability** - At December 31, 2017, the Authority reported a liability of \$719,288 for its proportionate share of the PERS net pension liability. The net pension liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation as of July 1, 2016, which was rolled forward to June 30, 2017. The Authority's proportion of the net pension liability was based on the Authority's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2017. The Authority's proportion measured as of June 30, 2017, was .00309%, which was an increase of .00004% from its proportion measured as of June 30, 2016.

**Collective Balances at December 31, 2017 and December 31, 2016**

	<u>12/31/2017</u>	<u>12/30/2016</u>
Actuarial valuation date (including roll forward)	June 30, 2017	June 30, 2016
Deferred Outflows of Resources	\$ 206,301	\$ 280,758
Deferred Inflows of Resources	149,647	7,424
Net Pension Liability	719,289	903,464
Authority's portion of the Plan's total net pension Liability	0.00309%	0.00305%

**Pension Expense and Deferred Outflows/Inflows of Resources** - At December 31, 2017, the Authority's proportionate share of the PERS expense, calculated by the plan as of the June 30, 2017 measurement date is \$61,129. At December 31, 2017, the Authority reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between Expected and Actual Experience	\$ 16,937	\$ -
Changes of Assumptions	144,912	144,381
Net Difference between Projected and Actual Earnings on Pension Plan Investments	4,898	-
Changes in Proportion and Differences between Authority Contributions and Proportionate Share of Contributions	39,554	5,266
	\$ 206,301	\$ 149,647

The Authority will amortize the above sources of deferred outflows and inflows related to PERS over the following number of years:

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

	<b><u>Deferred Outflow of Resources</u></b>	<b><u>Deferred Inflow of Resources</u></b>
Differences between Expected and Actual Experience		
Year of Pension Plan Deferral:		
June 30, 2014	-	-
June 30, 2015	5.72	-
June 30, 2016	5.57	-
June 30, 2017	5.48	-
 Changes of Assumptions		
Year of Pension Plan Deferral:		
June 30, 2014	6.44	-
June 30, 2015	5.72	-
June 30, 2016	5.57	-
June 30, 2017	-	5.48
 Net Difference between Projected and Actual Earnings on Pension Plan Investments		
Year of Pension Plan Deferral:		
June 30, 2014	-	5.00
June 30, 2015	-	5.00
June 30, 2016	5.00	-
June 30, 2017	5.00	-
 Changes in Proportion and Differences between Authority Contributions and Proportionate Share of Contributions		
Year of Pension Plan Deferral:		
June 30, 2014	6.44	6.44
June 30, 2015	5.72	5.72
June 30, 2016	5.57	5.57
June 30, 2017	5.48	5.48

The following is a summary of the deferred outflows of resources and deferred inflows of resources related to PERS that will be recognized in future periods:

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

<b>Year Ending</b>	<b><u>Dec 31,</u></b>	<b><u>Amount</u></b>
2018		\$ 24,755
2019		32,478
2020		23,576
2021		(10,645)
2022		(13,510)
		<u>\$ 56,654</u>

**Actuarial Assumptions** - The total pension liability for the June 30, 2017 measurement date was determined by using an actuarial valuation as of July 1, 2016, which was rolled forward to June 30, 2017. This actuarial valuation used the following actuarial assumptions:

Inflation	2.25%
Salary Increases:	
Through 2026	1.65% - 4.15% Based on Age
Thereafter	2.65% - 5.15% Based on Age
Investment Rate of Return	7.00%
Mortality Rate Table	RP-2000
Period of Actuarial Experience	
Study upon which Actuarial Assumptions were Based	July 1, 2011 - June 30, 2014

Pre-retirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scale. Post-retirement mortality rate were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (setback 1 year for males and females) for service retirements and beneficiaries of former members and a one-year static projection based on the mortality improvement Scale AA. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scales. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Notes to Financial Statements (continued)**  
**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

The actuarial assumptions used in the July 1, 2016 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

**Long-Term Expected Rate of Return** - In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Absolute Return/Risk Mitigation	5.00%	5.51%
Cash	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment grade credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Markets Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%
	<u>100.00%</u>	

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 8: PENSION OBLIGATIONS (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

**Discount Rate** - The discount rate used to measure the total pension liability was 5.00% as of June 30, 2017. The single blended discount rate was based on long-term expected rate of return on pension plan investments of 7.00%, and a municipal bond rate of 3.58% as of June 30, 2017 based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 40% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2040. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2040 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

**Sensitivity of the Authority's proportionate share of the Net Pension Liability to Changes in the Discount Rate** - The following presents the Authority's proportionate share of the net pension liability calculated using the discount rate as disclosed above, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.00%) or 1-percentage-point higher (6.00%) than the current rate:

	<b>1% Decrease <u>(4.00%)</u></b>	<b>Current Discount Rate <u>(5.00%)</u></b>	<b>1% Increase <u>(6.00%)</u></b>
Authority's Proportionate Share of the Net Pension Liability	<u>\$ 892,327</u>	<u>\$ 719,289</u>	<u>\$ 575,127</u>

**NOTE 9: POST EMPLOYMENT BENEFITS**

The Authority participates in the New Jersey State Health Benefits Program ("the SHBP"), which qualifies as a cost-sharing, multiple-employer plan in accordance with GASB Statement No. 45 "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions" ("OPEB"). The SHBP is administered by the State of New Jersey, Department of the Treasury, Division of Pension and Benefits.

Under the SHBP, retirees may continue the health benefits programs in which they are enrolled at the time of retirement, provided the retiree pays the costs of the benefits (at a group rate) for themselves and their eligible dependents.

The State of New Jersey, Department of Treasury, Division of Pensions and Benefits, issues publicly available financial reports that include the financial statements and required supplementary information of the SHBP. The financial reports may be obtained by writing to the State of New

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to Financial Statements (continued)**

**For the years ended December 31, 2017 and 2016**

**NOTE 9: POST EMPLOYMENT BENEFITS (continued)**

Jersey, Department of Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0295.

The SHBP is established under the authority of the N.J.S.A. 52:14-17.25 et seq. and regulations adopted by the State Health Benefits Commission. The required contribution is determined on an annual pay-as-you-go basis.

**NOTE 10: RISK MANAGEMENT**

The Authority is a member of New Jersey Public Housing Authority Joint Insurance Fund. The Fund provides the Authority with Property - Blanket Building and Grounds, Boiler and Machinery, General and Automobile Liability, Workers Compensation, and Public Officials coverages. Contributions to the Fund, including a reserve for contingencies are payable in an annual premium and is based on actuarial assumptions determined by the Fund's actuary. The Commissioner of Insurance may order additional assessments to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. The Authority's agreement with the pool provides that the pool will be self-sustaining through member premiums and will reinsure through commercial insurance for claims in excess of \$200,000 for each insured event.

The Fund publishes its own financial report for the year ended December 31, 2017, which can be obtained from Public Entity Risk Management Administration Inc., Park 80 West, Plaza One, Saddle Brook, NJ 07663.

**NOTE 11: ECONOMIC DEPENDENCY**

The Low Rent Public Housing program is economically dependent on annual grants from the United States Department of Housing and Urban Development.

**NOTE 12: COMMITMENTS AND CONTINGENCIES**

The Authority receives financial assistance from HUD in the form of grants and subsidies. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of the funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by HUD. As a result of these audits, costs previously reimbursed could be disallowed and require payments to HUD. As of December 31, 2017, the Authority estimates that no material liabilities will result from such audits.

There is no ongoing litigation that could have an adverse impact regarding the Authority's financial condition.

HADDON TOWNSHIP HOUSING AUTHORITY  
 SCHEDULE OF THE AUTHORITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
 PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
 LAST TEN FISCAL YEARS

	2017	2016	2015	2014	2013
Authority's proportion of the net pension liability (asset)	0.00309%	0.00305%	0.00286%	0.00277%	0.00284%
Authority's proportionate share of the net pension liability (asset)	\$ 719,288	\$ 903,464	\$ 642,030	\$ 518,541	\$ 543,216
Authority's covered-employee payroll	\$ 220,484	\$ 214,068	\$ 120,702	\$ 181,398	\$ 176,214
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	326.23%	422.05%	531.91%	285.86%	308.27%
Plan fiduciary net position as a percentage of the total pension liability	48.10%	40.14%	47.93%	52.08%	48.72%

\*\*This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Schedule II

HADDON TOWNSHIP HOUSING AUTHORITY  
 SCHEDULE OF AUTHORITY CONTRIBUTIONS  
 PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
 LAST TEN FISCAL YEARS

	2017	2016	2015	2014	2013
Contractually required contribution	\$ 28,625	\$ 27,098	\$ 24,589	\$ 22,832	\$ 21,416
Contributions in relation to the contractually required contribution	28,625	27,098	24,589	22,832	21,416
Contribution deficiency (excess)	-	-	-	-	-
Authority's covered-employee payroll	\$ 220,484	\$ 214,068	\$ 120,702	\$ 181,398	\$ 176,214
Contributions as a percentage of covered-employee payroll	12.98%	12.66%	20.37%	12.59%	12.15%

\*\*This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**

**Notes to the Required Supplementary Information**

**For the year ended December 31, 2017**

**Public Employees' Retirement System (PERS)**

**Changes of Benefit Terms** – None

**Changes of Assumptions** – The discount rate changed from 3.98% as of June 30, 2016, to 5.00% as of June 30, 2017.

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Detailed Statement of Revenues, Expenses and Changes in Net Position Compared to Budget**  
**For the year ended December 31, 2017**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable/ (Unfavorable)</u>
Operating revenues:				
Dwelling rental / excess utilities	\$ 411,796	\$ 411,796	\$ 402,299	\$ (9,497)
Non-dwelling revenues	40,000	40,000	61,283	21,283
HUD operating grants	260,000	260,000	237,302	(22,698)
Total operating revenues	<u>711,796</u>	<u>711,796</u>	<u>700,884</u>	<u>(10,912)</u>
Non-operating revenues:				
Interest income	<u>2,000</u>	<u>2,000</u>	<u>1,815</u>	<u>(185)</u>
Total non-operating revenues	<u>2,000</u>	<u>2,000</u>	<u>1,815</u>	<u>(185)</u>
Operating expenses:				
Administrative	233,410	233,410	237,754	(4,344)
Tenant services	6,000	6,000	4,803	1,197
Utilities	220,720	220,720	201,702	19,018
Operating and maintenance	194,270	194,270	218,258	(23,988)
Protective services	300	300	-	300
Insurance	34,000	34,000	31,901	2,099
General expenses	18,310	18,310	27,982	(9,672)
Extraordinary maintenance	5,000	5,000	-	5,000
Capital outlay	75,300	75,300	60,861	14,439
Total operating expenses	<u>787,310</u>	<u>787,310</u>	<u>783,261</u>	<u>4,049</u>
Operating loss	<u>\$ (73,514)</u>	<u>\$ (73,514)</u>	<u>(80,562)</u>	<u>\$ (7,048)</u>
Plus:				
Capitalized fixed assets			60,861	
Non-operating revenues - capital grants			45,965	
Less:				
Unbudgeted pension expense			(32,504)	
Depreciation			<u>(101,239)</u>	
Change in net position - accrual basis			<u>\$ (107,479)</u>	

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Financial Data Schedules**  
**For the year ended December 31, 2017**

	NJ06000001	Total
111 Cash - Unrestricted	\$690,750	\$690,750
112 Cash - Restricted - Modernization and Development		
113 Cash - Other Restricted		
114 Cash - Tenant Security Deposits	\$38,889	\$38,889
115 Cash - Restricted for Payment of Current Liabilities		
100 Total Cash	\$729,639	\$729,639
121 Accounts Receivable - PHA Projects		
122 Accounts Receivable - HUD Other Projects	\$26,495	\$26,495
124 Accounts Receivable - Other Government		
125 Accounts Receivable - Miscellaneous		
126 Accounts Receivable - Tenants	\$1,803	\$1,803
126.1 Allowance for Doubtful Accounts -Tenants	\$0	\$0
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current		
128 Fraud Recovery		
128.1 Allowance for Doubtful Accounts - Fraud		
129 Accrued Interest Receivable		
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$28,298	\$28,298
131 Investments - Unrestricted		
132 Investments - Restricted		
135 Investments - Restricted for Payment of Current Liability		
142 Prepaid Expenses and Other Assets		
143 Inventories		
143.1 Allowance for Obsolete Inventories		
144 Inter Program Due From		
145 Assets Held for Sale		
150 Total Current Assets	\$757,937	\$757,937
161 Land	\$170,304	\$170,304
162 Buildings	\$4,043,461	\$4,043,461
163 Furniture, Equipment & Machinery - Dwellings		
164 Furniture, Equipment & Machinery - Administration	\$73,012	\$73,012
165 Leasehold Improvements	\$241,366	\$241,366
166 Accumulated Depreciation	-\$2,566,922	-\$2,566,922
167 Construction in Progress	\$14,896	\$14,896
168 Infrastructure		
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,976,117	\$1,976,117
171 Notes, Loans and Mortgages Receivable - Non-Current		
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due		
173 Grants Receivable - Non Current		
174 Other Assets		
176 Investments in Joint Ventures		
180 Total Non-Current Assets	\$1,976,117	\$1,976,117

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Financial Data Schedules**  
**For the year ended December 31, 2017**

	NJ06000001	Total
200 Deferred Outflow of Resources	\$206,301	\$206,301
290 Total Assets and Deferred Outflow of Resources	\$2,940,355	\$2,940,355
311 Bank Overdraft		
312 Accounts Payable <= 90 Days		
313 Accounts Payable >90 Days Past Due		
321 Accrued Wage/Payroll Taxes Payable	\$27,938	\$27,938
322 Accrued Compensated Absences - Current Portion	\$3,674	\$3,674
324 Accrued Contingency Liability		
325 Accrued Interest Payable		
331 Accounts Payable - HUD PHA Programs		
332 Account Payable - PHA Projects		
333 Accounts Payable - Other Government	\$22,445	\$22,445
341 Tenant Security Deposits	\$38,889	\$38,889
342 Unearned Revenue	\$34,160	\$34,160
343 Current Portion of Long-term Debt - Capital Projects/Mortgage		
344 Current Portion of Long-term Debt - Operating Borrowings		
345 Other Current Liabilities		
346 Accrued Liabilities - Other	\$48,269	\$48,269
347 Inter Program - Due To		
348 Loan Liability - Current		
310 Total Current Liabilities	\$175,375	\$175,375
351 Long-term Debt, Net of Current - Capital Projects/Mortgage		
352 Long-term Debt, Net of Current - Operating Borrowing		
353 Non-current Liabilities - Other	\$416,856	\$416,856
354 Accrued Compensated Absences - Non Current	\$25,566	\$25,566
355 Loan Liability - Non Current		
356 FASB 5 Liabilities		
357 Accrued Pension and OPEB Liabilities	\$719,288	\$719,288
350 Total Non-Current Liabilities	\$1,161,710	\$1,161,710
300 Total Liabilities	\$1,337,085	\$1,337,085
400 Deferred Inflow of Resources	\$149,647	\$149,647
508.4 Net Investment in Capital Assets	\$1,976,117	\$1,976,117
511.4 Restricted Net Position	\$0	\$0
512.4 Unrestricted Net Position	-\$522,494	-\$522,494
513 Total Equity - Net Assets / Position	\$1,453,623	\$1,453,623
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$2,940,355	\$2,940,355
70300 Net Tenant Rental Revenue	\$402,299	\$402,299
70400 Tenant Revenue - Other	\$18,080	\$18,080
70500 Total Tenant Revenue	\$420,379	\$420,379
70600 HUD PHA Operating Grants	\$237,302	\$237,302

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Financial Data Schedules**  
**For the year ended December 31, 2017**

	NJ06000001	Total
70610 Capital Grants	\$45,965	\$45,965
70710 Management Fee		
70720 Asset Management Fee		
70730 Book Keeping Fee		
70740 Front Line Service Fee		
70750 Other Fees		
70700 Total Fee Revenue		
70800 Other Government Grants		
71100 Investment Income - Unrestricted	\$1,815	\$1,815
71200 Mortgage Interest Income		
71300 Proceeds from Disposition of Assets Held for Sale		
71310 Cost of Sale of Assets		
71400 Fraud Recovery		
71500 Other Revenue	\$43,203	\$43,203
71600 Gain or Loss on Sale of Capital Assets		
72000 Investment Income - Restricted		
70000 Total Revenue	\$748,664	\$748,664
91100 Administrative Salaries	\$124,060	\$124,060
91200 Auditing Fees	\$13,296	\$13,296
91300 Management Fee		
91310 Book-keeping Fee		
91400 Advertising and Marketing		
91500 Employee Benefit contributions - Administrative	\$75,416	\$75,416
91600 Office Expenses	\$23,018	\$23,018
91700 Legal Expense	\$6,525	\$6,525
91800 Travel	\$361	\$361
91810 Allocated Overhead		
91900 Other	\$27,582	\$27,582
91000 Total Operating - Administrative	\$270,258	\$270,258
92000 Asset Management Fee		
92100 Tenant Services - Salaries		
92200 Relocation Costs		
92300 Employee Benefit Contributions - Tenant Services		
92400 Tenant Services - Other	\$4,803	\$4,803
92500 Total Tenant Services	\$4,803	\$4,803
93100 Water	\$22,227	\$22,227
93200 Electricity	\$74,808	\$74,808
93300 Gas	\$37,256	\$37,256
93400 Fuel		
93500 Labor	\$16,934	\$16,934
93600 Sewer	\$44,700	\$44,700
93700 Employee Benefit Contributions - Utilities	\$5,777	\$5,777
93800 Other Utilities Expense		

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Financial Data Schedules**  
**For the year ended December 31, 2017**

	NJ06000001	Total
93000 Total Utilities	\$201,702	\$201,702
94100 Ordinary Maintenance and Operations - Labor	\$96,265	\$96,265
94200 Ordinary Maintenance and Operations - Materials and Other	\$16,793	\$16,793
94300 Ordinary Maintenance and Operations Contracts	\$71,365	\$71,365
94500 Employee Benefit Contributions - Ordinary Maintenance	\$33,835	\$33,835
94000 Total Maintenance	\$218,258	\$218,258
95100 Protective Services - Labor		
95200 Protective Services - Other Contract Costs		
95300 Protective Services - Other		
95500 Employee Benefit Contributions - Protective Services		
95000 Total Protective Services	\$0	\$0
96110 Property Insurance	\$20,811	\$20,811
96120 Liability Insurance	\$6,452	\$6,452
96130 Workmen's Compensation	\$1,740	\$1,740
96140 All Other Insurance	\$2,898	\$2,898
96100 Total insurance Premiums	\$31,901	\$31,901
96200 Other General Expenses		
96210 Compensated Absences	\$2,642	\$2,642
96300 Payments in Lieu of Taxes	\$22,445	\$22,445
96400 Bad debt - Tenant Rents	\$2,895	\$2,895
96500 Bad debt - Mortgages		
96600 Bad debt - Other		
96800 Severance Expense		
96000 Total Other General Expenses	\$27,982	\$27,982
96710 Interest of Mortgage (or Bonds) Payable		
96720 Interest on Notes Payable (Short and Long Term)		
96730 Amortization of Bond Issue Costs		
96700 Total Interest Expense and Amortization Cost	\$0	\$0
96900 Total Operating Expenses	\$754,904	\$754,904
97000 Excess of Operating Revenue over Operating Expenses	-\$6,240	-\$6,240
97100 Extraordinary Maintenance		
97200 Casualty Losses - Non-capitalized		
97300 Housing Assistance Payments		
97350 HAP Portability-In		
97400 Depreciation Expense	\$101,239	\$101,239
97500 Fraud Losses		

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Financial Data Schedules**  
**For the year ended December 31, 2017**

	NJ06000001	Total
97600 Capital Outlays - Governmental Funds		
97700 Debt Principal Payment - Governmental Funds		
97800 Dwelling Units Rent Expense		
90000 Total Expenses	\$856,143	\$856,143
10010 Operating Transfer In		0
10020 Operating transfer Out		0
10030 Operating Transfers from/to Primary Government		
10040 Operating Transfers from/to Component Unit		
10050 Proceeds from Notes, Loans and Bonds		
10060 Proceeds from Property Sales		
10070 Extraordinary Items, Net Gain/Loss		
10080 Special Items (Net Gain/Loss)		
10091 Inter Project Excess Cash Transfer In		
10092 Inter Project Excess Cash Transfer Out		
10093 Transfers between Program and Project - In		
10094 Transfers between Project and Program - Out		
10100 Total Other financing Sources (Uses)	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total	-\$107,479	-\$107,479
11020 Required Annual Debt Principal Payments	\$0	\$0
11030 Beginning Equity	\$1,561,102	\$1,561,102
11040 Prior Period Adjustments, Equity Transfers and Correction of	\$0	\$0
11050 Changes in Compensated Absence Balance		
11060 Changes in Contingent Liability Balance		
11070 Changes in Unrecognized Pension Transition Liability		
11080 Changes in Special Term/Severance Benefits Liability		
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents		
11100 Changes in Allowance for Doubtful Accounts - Other		
11170 Administrative Fee Equity		
11180 Housing Assistance Payments Equity		
11190 Unit Months Available	1200	1200
11210 Number of Unit Months Leased	1169	1169
11270 Excess Cash	\$103,653	\$103,653
11610 Land Purchases	\$0	\$0
11620 Building Purchases	\$56,222	\$56,222
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0

**HOUSING AUTHORITY OF THE TOWNSHIP OF HADDON**  
**Statement and Certification of Actual Capital Fund Grant Costs**  
**For the year ended December 31, 2017**

1. The Actual Capital Fund Grant Costs of Program NJ39P064501-16 is as follows:

Actual Capital Fund Grant Costs:

	<u>CFP No. NJ39P064501-16</u>
Fund Approved	\$ 85,305
Funds Expended	<u>85,305</u>
Excess of Funds Approved	<u>\$ -</u>
Funds Advanced	\$ 85,305
Funds Expended	<u>85,305</u>
Excess of Funds Advanced	<u>\$ -</u>

2. All Capital Fund Grant Costs have been paid and all related liabilities have been discharged through payment.



To the Chairperson and Commissioners of the  
Housing Authority of the Township of Haddon  
County of Camden  
Westmont, New Jersey 08108

We have audited the financial accounts and transactions of the Housing Authority of the Township of Haddon, County of Camden, State of New Jersey for the year ended December 31, 2017. In accordance with requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the following are the *General Comments* and *Recommendations* for the year then ended.

**GENERAL COMMENTS AND RECOMMENDATIONS**

**Contracts and Agreements Required to be Advertised by (N.J.S.A.40A:11-4)**

*N.J.S.A.40A:11-4* - Every contract or agreement, for the performance of any work or furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only by the governing body of the contracting unit after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other Law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate \$17,500 except by contract or agreement.

It is pointed out that the Members of the Authority have the responsibility of determining whether the expenditures in any category will exceed the statutory minimum within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. The results of our examination did not disclose any discrepancies.

**Contracts and Agreements Requiring Solicitation of Quotations**

The examination of expenditures did not reveal any contracts or agreements in excess of \$2,625 "for the performance of any work or the furnishing or hiring of any materials or supplies", other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provision of (*N.J.S.A.40A:11-6.1*).

The supporting documentation indicated that quotes were requested for all items that required them.

### **Examination of Bills**

A test check of paid bills was made and each bill, upon proper approval, was considered as a separate and individual contract unless the records disclosed it to be a part payment or estimate. The results of the examination did not disclose any discrepancies with respect to signatures, certification or supporting documentation.

### **Payroll Fund**

The examination of the payroll account included the detailed computation of various deductions or other credits from the payroll of the Authority employees and ascertained that the accumulated withholdings were disbursed to the proper agencies.

### **Property, Plant and Equipment**

The property, plant and equipment subsidiary ledger was maintained properly and a reconciliation between the physical and perpetual inventory records was performed at year-end.

### **Budget Adoption**

The State of New Jersey requires that the Authority's operating and capital budgets be approved and adopted for each fiscal year. The Authority approved its operating budget on October 19, 2016 and adopted its operating budget on December 21, 2016.

### **Follow-up on Prior Years' Findings**

In accordance with *Government Auditing Standards* and audit requirements prescribed by the Local Finance Board and by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, our procedures included a review of all prior year findings. Corrective action had been taken on all prior year findings.

### **Acknowledgment**

We received the complete cooperation of all the Authority officials and employees and we greatly appreciate the courtesies extended to the members of the audit team.

Should you have any questions concerning our comments or recommendations, or should you desire any assistance in implementing our recommendations, please call us.

  
**HOLMAN FRENIA ALLISON, P.C.**  
*Certified Public Accountants*

June 6, 2018  
Toms River, New Jersey