

Contracts and Agreements Requiring Solicitation of Quotations

The Authority has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds 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 examination of expenditures revealed individual payments, contracts or agreements in excess of \$2,550 "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*.

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.

Follow-Up of Prior Years' Findings

In accordance with *Government Auditing Standards*, 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.

Any problems and weaknesses noted in our audit were not of such magnitude that they would affect our ability to express an opinion on the financial statements taken as a whole.

Should you have any questions or should you desire any additional assistance, please call us.

Holman Frenia Allison P.C.
HOLMAN FRENIA ALLISON, P.C.
Certified Public Accountants

April 22, 2015
Toms River, New Jersey

2015

LOCAL GOVT SERVICES

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RECEIVED

HADDON TOWNSHIP
Housing Authority Budget

<http://haddontownshiphousingauthority.com/>

Department Of



Community
Affairs

Division of Local Government Services

APPROVED COPY

2015 ADOPTED BUDGET RESOLUTION

HADDON TOWNSHIP HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2015 TO: 12/31/2015

WHEREAS, the Annual Budget and Capital Budget/Program for the Haddon Township Housing Authority for the fiscal year beginning January 1, 2015 and ending, December 31, 2015 has been presented for adoption before the governing body of the Haddon Township Housing Authority at its open public meeting of November 19, 2014; 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 \$ 720,914, Total Appropriations, including any Accumulated Deficit, if any, of \$ 691,201 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 84,145 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Haddon Township Housing Authority, at an open public meeting held on November 19, 2014 that the Annual Budget and Capital Budget/Program of the Haddon Township Housing Authority for the fiscal year beginning, January 1, 2015 and, ending, December 31, 2015 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)

November 19, 2015
(Date)

Governing Body Member: Recorded Vote
Aye Nay Abstain Absent

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Alma Zwick	✓			
Mary Berko	✓			
Louis Cernava	✓			
Brian Seltzer	✓			
Frank Jackson	✓			
Rosa Tenzi	✓			

2015 ADOPTION CERTIFICATION

HADDON TOWNSHIP

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2015 TO: 12/31/2015

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 Haddon Township Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 19th day of, November, 2014.

Officer's Signature:	<i>JA Iacovino CS-PHM</i>		
Name:	Joseph Iacovino		
Title:	Executive Director		
Address:	25 Wynnewood Avenue, Westmont, NJ 08108		
Phone Number:	856-854-3700	Fax Number:	856-854-7122
E-mail address	Rohrer.towers@verizon.net		

2015 HOUSING AUTHORITY BUDGET

Certification Section

2015

HADDON TOWNSHIP

HOUSING AUTHORITY BUDGET

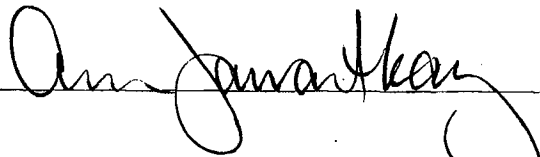
FISCAL YEAR: FROM JANUARY 1, 2015 TO DECEMBER 31, 2015

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: 11/5/14

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: _____

2015 PREPARER'S CERTIFICATION

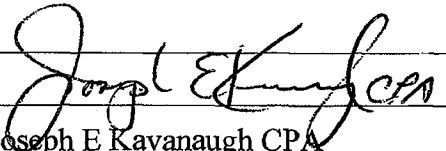
HADDON TOWNSHIP

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2015 TO: 12/31/2015

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

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

Preparer's Signature:			
Name:	Joseph E Kavanaugh CPA		
Title:	Fee Accountant		
Address:	2133 Maple Avenue, Croydon, PA 19021		
Phone Number:	215-785-1900	Fax Number:	215-785-5771
E-mail address	jkavcpa@comcast.net		

2015 APPROVAL CERTIFICATION

HADDON TOWNSHIP

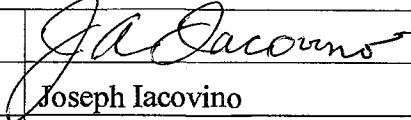
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2015 TO: 12/31/2015

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 Haddon Township Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 17th day of September, 2014.

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:	Joseph Iacovino		
Title:	Executive Director		
Address:	25 Wynnewood Avenue, Westmont, NJ 08108		
Phone Number:	856-854-3700	Fax Number:	856-854-7122
E-mail address	Rohrer.towers@verizon.net		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	http://haddontownshiphousingauthority.com/
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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.

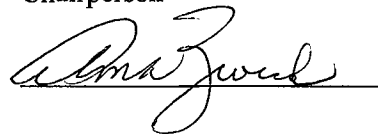
Name of Officer Certifying compliance

Alma Zwick

Title of Officer Certifying compliance

Chairperson

Signature



2015 HOUSING AUTHORITY BUDGET RESOLUTION HADDON TOWNSHIP

FISCAL YEAR: FROM: 01/01/2015 TO: 12/31/2015

WHEREAS, the Annual Budget and Capital Budget for the Haddon Township Housing Authority for the fiscal year beginning, 01/01/2015 and ending, 12/31/2015 has been presented before the governing body of the Haddon Township Housing Authority at its open public meeting of September 17, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 720,914, Total Appropriations, including any Accumulated Deficit if any, of \$ 691,201 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 84,145 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

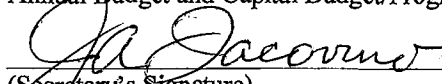
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 Haddon Township Housing Authority, at an open public meeting held on September 17, 2014 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Haddon Township Housing Authority for the fiscal year beginning, January 1, 2015 and ending, December 31, 2015 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 Haddon Township Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 19, 2014.



(Secretary's Signature)

September 17, 2014
(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Alma Zwick	X			
Mary Berko	X			
Louis Cernava	X			
Brian Seltzer	X			
Frank Jackson	X			
Rosa Tanzi	X			

2015 HOUSING AUTHORITY BUDGET

Narrative and Information Section