



## **Low Income Public Housing & Housing Choice Vouchers**

### **Budgets for the Fiscal Year**

April 1, 2017 – March 31, 2018

\*For internal use only

**Pleasantville Housing Authority  
Public Housing - 2018 Operating Budget**

	12					
	Period(s) Activity as of 01/31/2017	3/31/2017 Estimated Actual	2017 BUDGET	Variance 2017 Budget vs. Actuals	2018 BUDGET	2017 Actual vs. 2018 Budget Variance
<b>INCOME</b>						
3110 - Rental Income	375,761	450,913	456,192	(5,279)	466,944	16,031
<b>3190 - Non-Dwelling Rental Income</b>	7,930	9,516	9,516	-	9,516	-
3111 - Other Rental Income				-		
3610 - Interest on General Fund I	26	31	50	(19)	50	19
3610.1 - Interest on Investments	-	0	-	-	-	-
Total Investment Income	26	31	50	(19)	50	19
3120 - Excess Utilities	4,335	5,202	5,000	202	5,000	(202)
3690 - Other Income Misc.	7,900	9,480	8,000	1,480	9,000	(480)
3690.1 - Other Income - Late Fees	360	432	400	32	400	(32)
3690.2 - Miscellaneous Charge	1,433	1,720	4,500	(2,780)	2,500	780
3690.7 - Insurance Proceeds	4,132	3,947		3,947		(3,947)
3690.9 - Other Income - Misc	-	0	-	-	-	-
3690.CAL - Laundry Rm. Commission Caleco	3,956	4,747	7,000	(2,253)	6,000	1,253
3690.NF - Other Income-Non-Program/Federal	29,000	34,800	35,500	(700)	35,500	700
3690.RE - Real Estate Sales Proceeds	9,740	9,740				(9,740)
Total Other Income	60,856	70,068	60,400	9,668	58,400	(11,668)
3690.CFP - Operating Transfers - CFP	-	0	21,900	(21,900)	20,000	20,000
3690.P - Other Income Ports	-					
3690.FSS - Other Income-PHFSS						
<b>3900 - Management Fee Income - NON-FED</b>	20,000	24,000	24,000		36,000	
8020 - Operating Subsidy	500,487	645,862	565,573	80,289	541,503	(104,359)
8020.1 - Subsidy - Developers 36 ACC Units	156,165	196,168	164,781	31,387	153,914	(42,254)
8020.2 - Subsidy - Developers 41 ACC units	201,087	215,402	218,476	(3,074)	218,006	2,604
Total Income	1,322,312	1,611,960	1,520,888	91,073	1,504,334	(107,627)
<b>Net Total Income</b>	1,322,312	1,611,960	1,520,888	91,073	1,504,334	(107,627)
<b>EXPENSES</b>						
<b>ADMINISTRATION</b>						
4110 - Non-Technical Salary (admin)	180,923	217,108	178,959	(38,149)	181,941	35,166
4110.NF Non-Federal Admin Salary	3,021				45,858	(45,858)
4120 - Compensated Absences Expense	-	1,000	-	(1,000)	-	
4130 - Legal	17,719	21,263	20,000	(1,263)	15,000	6,263
4140 - Training / Staff	6,666	7,999	15,000	7,001	15,000	(7,001)
4150 - Travel	7,525	9,030	3,000	(6,030)	3,000	6,030
4170 - Accounting Costs	7,198	8,638	5,000	(3,638)	5,000	3,638
4171 - Audit Cost	6,606	7,553	7,000	(553)	7,500	53
4175 - Property Management Fees		-				
Total Other Administration	229,658	272,590	228,959	(43,631)	273,299	(708)
<b>COMMUNICATION</b>						
4180 - Communications Office Phones	3,955	4,746	3,500	(1,246)	3,500	1,246
4180.1 - Answering Service	1,269	1,523	2,000	477	2,000	(477)
4180.2 - Cell Phone Costs	1,934	2,321	3,000	679	3,000	(679)
4180.3 - Phone Service Agreements	3,166	3,799	4,000	201	4,000	(201)
4180.4 - Internet Charges	4,263	5,116	4,000	(1,116)	4,500	616
4180.5 - Communications Other	2,461	2,953	2,000	(953)	2,000	953
Total Communication	17,048	20,458	18,500	(1,958)	19,000	1,458
4182 - LIPH Admin Benefits	54,320	91,878	172,299	80,421	113,499	(21,621)
4182.NF Non-Federal Admin Benefits	958				39,365	
<b>4190 SUNDRY</b>						
4190 - Sundry General	1,677	2,012	3,500	1,488	3,500	(1,488)
4190.1 Bank Errors	(1)					
4190.2 - Office Supplies	3,426	4,111	4,500	389	4,500	(389)
4190.3 - Copier Maintenance/Supplies	1,596	1,915	2,500	585	2,500	(585)
4190.4 - Membership Dues and Subscriptions	2,113	2,536	3,500	964	3,500	(964)
4190.5 - Postage Cost	2,253	2,704	3,500	796	3,500	(796)
4190.6 - Licenses and Inspection Cost	2,232	2,678	3,000	322	3,000	(322)
4190.8 - Loan Interest Expense		-				
4190 TOTAL Sundry General	13,296	15,956	20,500	4,544	20,500	(4,544)
4190.7 - Computer Services and Web Cost	12,069	20,163	14,862	(5,301)	15,000	5,163
4197 - Admin Contract	874	1,049	2,000	951	2,000	(951)
4197.2 Payroll Billing Fees	3,822	4,586	4,300	(286)	4,300	
4199 - Non-Program Admin Expense	29,496	35,395	48,967	13,572	15,000	20,395
Total Administration	361,541	462,075	510,387	48,311	462,598	(522)
<b>RESIDENT SERVICES</b>						
4210 - Resident Services-Salaries & Benefits		-		-		-
4220 - RS-Recreation, Publication & Other	706	847	3,000	2,153	3,000	(2,153)
4230 - Resident Services-Contract Cost		-	7,000	7,000	10,000	(10,000)
4233 - LIPH TS Benefits		-	-	-	-	-
Total Resident Services	706	847	10,000	9,153	13,000	(12,153)

	Period(s) Activity as of 01/31/2017	3/31/2017 Estimated Actual	2017 BUDGET	Variance 2017 Budget vs. Actuals	2018 BUDGET	2017 Actual vs. 2018 Budget Variance
<b>UTILITIES</b>						
4310 - Water	-	-	-	-	-	-
4310.01 - Water-140 Hi-Rise	16,916	18,454	22,000	3,546	22,000	(3,546)
4310.04 - Water-156 Annex	11,330	12,360	13,250	890	13,250	(890)
4310.05 - Water 168 N. Main	172	206	1,000		1,000	
4320 - Electricity						
4320.01 - Electric-140 Hi-Rise	54,508	59,463	70,000	10,537	70,000	(10,537)
4320.04 - Electric-156 Annex	19,405	21,169	20,000	(1,169)	20,000	1,169
4320.05 - Electric-168 N ,amin	1,868	2,038	3,000		3,000	(962)
4330 - Gas/Fuel						
4330.01 - Gas-140 Hi-Rise	29,681	41,329.27	40,000	(1,329)	40,000	1,329
4330.04 - Gas-156 Annex	6,725	11,690.36	21,000	9,310	18,000	(6,310)
4330.05 - Gas-168 N Main	2,591	3,109	1,500	(1,609)	1,500	1,609
4340 - Fuel-Oil	671	805	1,000	195	1,000	(195)
4360.1 - Energy Saving Contract						
4390 - Sewer						
4390.01 - Sewage-140 Hi-Rise	30,126	40,000	40,000	-	40,000	-
4390.04 - Sewage-156 Annex	18,822	25,000	25,000	-	25,000	-
4390.05 - Sewage-168 N Main	698	838	1,000	162	1,000	
4390.1 - Fire Protection	4,520	5,424	4,500	(924)	4,500	924
4390.2 - Water Treatment	-	-	1,500	1,500	1,500	(1,500)
4390.3 - ACUA/Recycling	500	600		(600)		600
<b>Total Utilities</b>	<b>198,533</b>	<b>242,486</b>	<b>264,750</b>	<b>22,264</b>	<b>261,750</b>	<b>(19,264)</b>
<b>MAINTENANCE</b>						
4410 - Maintenance Salary	49,846	59,815	104,384	44,569	101,857	(42,042)
4410 - Maintenance OverTime	-	-	8,008	8,008	7,460	
Overtime Benefits - 20%			1,602		1,492	
				-		
4420 - Materials	-	-				
4420.1 - Painting Materials	1,240	1,488	2,000	512	2,000	(512)
4420.2 - Misc. Supplies	17,921	21,505	10,000	(11,505)	12,500	9,005
4420.3 - Electrical Materials	602	722	1,000	278	1,000	(278)
4420.4 - Plumbing Materials	1,324	1,589	2,000	411	2,000	(411)
4420.5 - Locks/Hardware	884	1,061	1,000	(61)	1,000	61
4420.6 - Appliance Parts	1,849	2,219	2,000	(219)	2,000	219
4420.7 - Appliances	99	119	1,000	881	1,000	(881)
4420.8 - Doors/Windows	1,617	1,940	4,500	2,560	4,500	(2,560)
4420.9 - Heater Parts	32	38		(38)		
<b>Total Materials</b>	<b>25,568</b>	<b>30,682</b>	<b>23,500</b>	<b>(7,182)</b>	<b>26,000</b>	
<b>MAINTENANCE CONTRACTS</b>						
4430 - Contract Cost	-	-				
4430.04 - Painting Contracts	1,700	2,040	500	(1,540)	500	1,540
4430.06 - Auto Repair	4,698	5,638	1,500	(4,138)	2,000	
4430.1 - Heating & Cooling Contracts	3,986	4,783	1,000	(3,783)	2,000	2,783
4430.2 - Snow Removal Contracts	1,470	1,000	2,000	1,000	2,000	(1,000)
4430.3 - Elevator Maint. Contracts	17,471	20,965	15,000	(5,965)	15,000	5,965
4430.4 - Landscape & Grounds Contracts	986	1,183	3,050	1,867	3,050	(1,867)
4430.5 - Extermination Contracts	6,942	6,980	7,000	20	7,000	(20)
4430.51 - Bed Bug Treatment	5,700	8,190	6,400	(1,790)	6,400	1,790
4430.6 - Janitorial Contracts	5,480	6,576	-	(6,576)	-	6,576
4430.7 - Misc. Contracts	9,454	11,345	10,000	(1,345)	10,000	1,345
4430.75 - Maint. Temp Contracts	12,369	14,843		(14,843)		14,843
4430.8 - Fire Protection Contracts	28,706	34,447	24,000	(10,447)	24,000	10,447
4431 - Contract Cost - Trash	-	-	-	-	-	-
<b>Total Maintenance Contract Cost</b>	<b>98,962</b>	<b>117,990</b>	<b>70,450</b>	<b>(47,540)</b>	<b>71,950</b>	<b>46,040</b>
4433 - LIPH Maint Benefits	44,736	65,123	65,313	190	82,395	(17,272)
4500 - General Expense						
4510 - Insurance	38,604	58,420	60,000	1,580	60,000	(1,580)
4520 - Payments in Lieu of Taxes	22,000	22,000	18,000	(4,000)	22,000	
4540 - Employee Benefit Contributions	4,446	5,335		(5,335)		
4570 - Collection Losses	1,204	1,204	3,000	1,796	3,000	
4580.1 - Developer Subsidy Phase I	92,252	110,702	148,303	37,601	138,523	
4580.2 - Developer Subsidy Phase II	104,106	124,927	196,628	71,701	196,205	
4590 - Other General Expenses			7,000	7,000	7,000	
4610 - Extraordinary maintenance	1,868	4,341		(4,341)		
7520 - Replacement of Equipment	1,976	2,371		(2,371)		
7540 Property Betterment & Additions	26,115	31,338	200,000	168,662	150,000	
<b>Total Other Expenses</b>	<b>253,967</b>	<b>302,219</b>	<b>572,931</b>	<b>270,712</b>	<b>516,728</b>	<b>(214,509)</b>
<b>Expense Grand Total</b>	<b>1,072,463</b>	<b>1,339,658</b>	<b>1,691,324</b>	<b>159,186</b>	<b>1,605,229</b>	<b>(265,571)</b>
OPERATING RESERVES	-	(33,709)	(200,000)		(150,000)	116,291
<b>TOTAL NET EXPENSES</b>	<b>1,072,463</b>	<b>1,305,949</b>	<b>1,491,324</b>		<b>1,455,229</b>	<b>(149,280)</b>
<b>NET GAIN/(LOSS)</b>	<b>249,849</b>	<b>306,011</b>	<b>29,563</b>		<b>49,104</b>	

**Pleasantville Housing Authority**  
**Housing Choice Voucher - Operating Budget**  
**April 1, 2017 - March 31, 2018**

		12						
	Period(s) Activity 02/31/2017	3/31/2017 Estimated Actual	2017 BUDGET	Variance 2017 Budget vs. Actuals	2018 BUDGET	2017 Actual vs. 2018 Budget Variance	COMMENTS	
<b>INCOME</b>								
3610 - Interest on General Fund I		-	-	-	-	-		
3690.1 - Other Income		-	2,100	(2,100)	2,100	2,100	Failed Second Inspection	
3690.2 - Set Aside Funding	400	8,856	2,500	6,356	2,500	(6,356)		
3690.P - Portability Administration		-		-		-		
3690.PAF - Portable admin fee income	58,992	64,436.00	70,000	(5,564)	65,000	564	ports from AC & Others Programs	
3690.PH - Portability HAP Income	1,071,707	1,166,019.00	1,300,000	(133,981)	1,200,000	33,981	ports from AC & Others Programs	
8020 - HAP Subsidy	1,964,863	2,293,546.00	2,083,185	210,361	2,002,604	(290,942)	95% lease-up used	
8021 - Administrative Subsidy	185,844	211,935.00	204,796	7,139	200,016	(11,919)	reduced due to pro-ration 78%	
8022 - FSS Coordinator		-		-		-		
<b>Total</b>	<b>3,281,806</b>	<b>3,744,792</b>	<b>3,662,581</b>	<b>82,211</b>	<b>3,472,220</b>	<b>(272,572)</b>		
<b>Total Income</b>	<b>3,281,806</b>	<b>3,744,792</b>	<b>3,662,581</b>	<b>82,211</b>	<b>3,472,220</b>	<b>(272,572)</b>		
				82,211				

EXPENSES	Period(s) Activity 02/31/2017	3/31/2017 Estimated Actual	2017 BUDGET	Variance 2017 Budget vs. Actuals	2018 BUDGET	2017 Actual vs. 2018 Budget Variance	COMMENTS
4110 - Non-Technical Salary (Admin)	114,343	124,738	118,560	(6,178)	124,786	(48)	Should HCV Coordinator be adjusted?
4120 - Compensated Absences Exp.	-	-	-	-	-	-	
4130 - Legal	23,436	25,567	5,000	(20,567)	5,000	20,567	
4140 - Training Expense	2,080	2,269	3,500	1,231	3,500	(1,231)	New HCV Employees required training
4150 - Travel	1,344	1,466	1,500	34	1,500	(34)	New HCV Employees required training
4170 - Accounting	301	328	3,000	2,672	3,000	(2,672)	
4171 - Audit Expense	6,166	6,727	6,500	(227)	6,500	227	
4180 - Communication, Telephone	8,429	9,195	4,000	(5,195)	5,000	4,195	
4180.2 - Cell Phone Cost	288	314	432	118	432	(118)	
4180.4 - Internet Charges	1,165	1,271	-	(1,271)	1,300	-	??? 106x 12=1272
4190 - Sundry	2,058	2,245	1,000	(1,245)	1,000	1,245	
4190.2 - Office Supplies	1,631	1,779	2,500	721	3,000	(1,221)	
4190.3 - Copier Maintenance/ Supplies	979	1,068	750	(318)	750	318	
4190.5 - Postage Cost	2,584	2,819	2,100	(719)	2,100	719	
4190.7 - Computer Services & Web Cost Contracts	5,413	5,905	6,000	95	6,000	(95)	
4197 - Admin Contracts	-	-	1,000	1,000	1,000	(1,000)	Grant Writing
<b>Total Administrative Expenses</b>	<b>170,217</b>	<b>185,691</b>	<b>155,841</b>	<b>(29,850)</b>	<b>164,868</b>	<b>20,824</b>	
Salaries/Stipends	-	-	-	-	-	-	
Tenant Interviewers	-	-	-	-	-	-	
4210 - FSS Coordinator - (Salary)	1,875	1,875	-	(1,875)	-	1,875	
Resident Services Contract Cost	-	-	-	-	-	-	
<b>Total Tenant Services</b>	<b>1,875</b>	<b>1,875</b>	<b>-</b>	<b>(1,875)</b>	<b>-</b>	<b>1,875</b>	
4340 - Gas/Fuel	205	224	150	(74)	200	24	
4420 - Materials	-	-	-	-	-	-	
4430 - Contract Cost	-	-	-	-	-	-	
<b>Total Maintenance &amp; Vehicle Expenses</b>	<b>205</b>	<b>224</b>	<b>150</b>	<b>(74)</b>	<b>200</b>	<b>24</b>	
4510 - Insurance Expense	-	-	3,000	3,000	6,000	(6,000)	
4540 - Employee Benefit Contributions	46,657	50,899	85,411	34,512	69,998	(19,100)	
4590 - Rental Expense	-	-	4,800	4,800	4,800	(4,800)	301 Woodland Ave. Will use staff to reduce cost, ACIA & Bi-Annual Inspections
4590.1 - Contract Inspection Services	-	-	14,000	14,000	14,000	(14,000)	
4590.2 - Other General Expenses	-	-	-	-	-	-	
4590.ADM - Administrative Fee Expense	2,895	3,158	6,000	2,842	4,000	(842)	Reduced ports out
<b>Total General Expenses</b>	<b>49,552</b>	<b>54,057</b>	<b>113,211</b>	<b>59,154</b>	<b>98,798</b>	<b>(44,741)</b>	
4715 - HAP Expense	2,747,402	2,997,166	3,366,348	369,182	3,185,767	(188,601)	
<b>4715.FSS1</b>	<b>45,085</b>	<b>49,184</b>	<b>16,837</b>	<b>(32,346)</b>	<b>16,837</b>	<b>32,346</b>	.5% of HAP Expenses
4715.PA - HAP Expense / Pleasant Acres	113,139	123,424	-	-	-	123,424	
4715.R - HAP Expense/Org. Relocation Units	-	-	-	-	-	-	
<b>Total HAP Expenses</b>	<b>2,905,626</b>	<b>3,169,774</b>	<b>3,383,185</b>	<b>213,411</b>	<b>3,202,604</b>	<b>(32,830)</b>	
<b>7520 - Replacement of Equipment</b>	<b>6,430</b>	<b>6,430</b>	-	-	<b>1,000</b>	-	Desk Printer, Shredder
<b>7540 - Property Betterment &amp; Additions</b>	<b>-</b>	<b>-</b>	-	-	-	-	
<b>Total</b>	<b>3,133,905</b>	<b>3,418,050</b>	<b>3,652,387</b>	<b>240,767</b>	<b>3,466,470</b>	<b>(48,419)</b>	
<b>Total Expenses</b>	<b>3,133,905</b>	<b>3,418,050</b>	<b>3,652,387</b>	<b>240,767</b>	<b>3,466,470</b>	<b>(48,419)</b>	
<b>Net Income</b>	<b>147,901</b>	<b>326,742</b>	<b>10,193</b>	<b>322,978</b>	<b>5,750</b>		
<b>LESS: HAP Income</b>	<b>130,944</b>	<b>289,791</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Capital Expenditures	6,430	6,430	-	-	1,000		
<b>Net Admin Income/Loss</b>	<b>23,387</b>	<b>43,380</b>	<b>10,193</b>	<b>-</b>	<b>5,750</b>		