



# Polcari & Co.

CERTIFIED PUBLIC ACCOUNTANTS

November 3, 2022

Mr. John Mahon, Executive Director  
Bayonne Housing Authority  
549 Avenue A  
Bayonne, New Jersey 07002

Dear Mr. Mahon:

Thank you for the opportunity to submit the attached proposal for auditing services. Our background in auditing is quite extensive and includes experience with other non-profit and federally funded organizations, with particular emphasis on public housing agencies. We have served the public housing industry as auditors and fee accountants for over thirty years. The firm performs audits for over thirty public housing and redevelopment authorities annually in New Jersey, Pennsylvania and New York. We currently serve as fee accountants for over twenty housing authorities in New Jersey, Pennsylvania and New York. We have also served as fee accountants for the Public Housing Authorities Directors Association (PHADA) for the past thirty years and have lectured at PHADA conventions on accounting, finance and budgeting.

By performing the aforementioned services, we have gained familiarity with HUD accounting, audit and reporting requirements and are in a unique position to offer your authority excellent and efficient auditing services.

As you are aware, all CPA firms engaged to perform government audits are required by Government Auditing Standards issued by the Comptroller General and the American Institute of Certified Public Accountants, to participate in a quality review program. The quality review of Polcari & Company was completed and we were issued an unqualified opinion with respect to our quality control system. Also, our staff is in strict compliance with all requirements pertaining to continuing education as mandated by Government Auditing Standards.

For your information, we have enclosed a copy of our unqualified quality review report and have also enclosed copies of letters we recently received from PHADA, which acknowledges our commitment to providing quality services to public housing authorities. This information, together with the enclosed list of housing authorities for which our firm is providing audit and accounting services, will give you confidence in our experience and familiarity with PHA accounting systems and HUD requirements. If you so desire, please feel free to contact the executive director of any of the PHA'S included on the enclosed list to obtain a reference.

We appreciate your confidence in requesting that we submit this proposal and will be happy to meet with your Housing Authority's Board of Commissioners to answer any additional questions.

Very truly yours,

Ralph A. Polcari  
CERTIFIED PUBLIC ACCOUNTANT

2035 HAMBURG TURNPIKE, UNIT H • WAYNE, NEW JERSEY 07470  
Enclosures  
TEL: (973) 831-6969 • FAX: (973) 831-6972 • EMAIL: POLCARICO@OPTONLINE.NET

**PROPOSAL TO PERFORM AUDIT SERVICES  
FOR THE BAYONNE HOUSING AUTHORITY  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2022**

**PROPOSAL TO PERFORM  
AUDIT SERVICES FOR  
BAYONNE HOUSING AUTHORITY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

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**UNDERSTANDING OF THE SERVICES  
TO BE PERFORMED**

## SCOPE OF WORK

As discussed in our cover letter and the enclosed agreement for audit services, we will audit the financial statements of the Bayonne Housing Authority for the year ended June 30, 2022. Our audit will be conducted in accordance with generally accepted government auditing standards, Government Auditing Standards issued by the Comptroller General of the United States and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). As required by the Uniform Guidance, we will perform certain procedures to verify the accuracy of information that the housing authority reported to HUD in connection with the computation of its Administrative Fee Earned and its SEMAP score. Also, as required by HUD's Uniform Financial Reporting Standards (UFRS), we will attest that we compared the PHA's electronic submission of its audited financial statements with the housing authority's printed financial statements.

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, about whether the Bayonne Housing Authority complied with laws and regulations, and about whether the housing authority complied with the general and specific requirements of each of its major federal and state financial assistance programs.

### **Understanding of the Work to Be Performed**

The scope of the work we will perform includes:

An audit of the financial statements of the Bayonne Housing Authority for the fiscal year ended June 30, 2022 in compliance with the generally accepted government auditing standards, the Single Audit Act of 1984 as amended, and the audit requirements set forth under Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The examination will be conducted in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. Accordingly as a minimum, there will be an examination of the systems of internal controls, both financial and administrative; systems established to ensure compliance with laws and regulations affecting the expenditure of funds; financial transactions, records, and financial statements and reports.

We direct your attention to the fact that management has the responsibility for the proper recording of transactions in the books of account, for the safeguarding of assets, and for the substantial accuracy of the financial statements. Such statements are the responsibility of management.

## **Understanding of the Work to Be Performed (Cont'd)**

Our examination will be performed with the primary objective of issuing an opinion on the financial statements of the Bayonne Housing Authority that report its financial position, results of operations or changes in net assets and its cash flows. In connection therewith, we shall determine whether the housing authority's financial statements are presented fairly in all material respects in conformity with accounting principles generally accepted in the United States of America. We shall also determine whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the housing authority's financial statements taken as a whole. Our ability to express that opinion will, of course, be dependent on the facts and circumstances at the date of our report. If our opinion will be other than unqualified, the reasons therefore will be fully disclosed prior to the finalized financial statements.

In addition to the requirements of generally accepted government auditing standards, we will perform procedures to obtain an understanding of the housing authority's internal control over Federal financial assistance programs sufficient to assess control risk in our audit. We will also determine whether the housing authority has complied with laws, regulations, and the provisions of contracts or grant agreements that may have a direct material impact on each of its major Federal financial assistance programs. This compliance testing will include tests of transactions and such other auditing procedures necessary to provide us with sufficient evidence to support an opinion on compliance. We will follow-up on any prior audit findings and report on any findings or questionable costs detected in the current audit.

The financial statements and supplemental financial information will include but not be limited to the following:

- ⇒ Combined Financial Statements:
  - Statement of Net Position
  - Statements of Changes in Net Position
  - Statement of Cash Flows
  - Notes to Financial Statements
- ⇒ Supplemental Financial Information:
  - Schedule of Expenditures of federal Awards
  - Financial Data Schedule
  - Statement and Certification of Completed Modernization and Development Costs, if applicable

### **Understanding of the Work to Be Performed (Cont'd)**

We will issue the following reports:

1. An opinion as to whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles in the United States of America and an opinion as to whether the Schedule of Expenditures of Federal Awards is presented in all material respects in relation to the financial statements taken as a whole.
2. A report on internal control related to the financial statements and major programs. This report shall describe the scope of testing of internal control and the results of the tests, and, where applicable, refer to the findings and questioned costs reported in item 4 below.
3. A report including our opinion as to whether the housing authority has complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on each major program.
4. A schedule of findings and questioned costs, or a statement that the audit disclosed no findings.
5. Independent Accountant's Report on Applying Agreed Upon Procedure will be electronically submitted to REAC as required by HUD Uniform Financial Reporting Standards

We will prepare a synopsis of the housing authority's audited financial statements for publication if required by New Jersey Department of Community Affairs (DCA).

## **AUDIT APPROACH**



## **GENERAL AUDIT APPROACH**

Our audit approach is a key factor in our philosophy of developing a thorough understanding of our client's operations and business environment prior to commencing any engagement.

Our approach to auditing focuses on the risk elements and related systems of internal controls and channels the audit effort into priority areas where there are higher levels of risk. An equally important aspect of our audit philosophy is the assignment of professionals who are qualified to provide the degree of expertise which is necessary for the successful completion of the examinations. Professionals with demonstrated expertise in audits of government and federally funded programs are a key factor to be considered in determining whether this engagement can be completed successfully.

The performance of the audit of the financial statements will be conducted in three phases:

- A. Planning Phase - Planning and scope determinations; study and documentation of systems and procedures; identification and review of pertinent federal and state laws, rules and regulations.
- B. Systems Testing Phase - Test the authority's compliance with policies, systems and procedures. These tests of compliance will be combined with substantive tests of transactions in many areas to provide for the most efficient use of the test procedures.
- C. Completion of the Audit Phase - year end substantive audit procedures, review and issuance of financial statements.

### **A. PLANNING PHASE:**

In this section, we describe our planning phase activities in more detail.

To assure that we complete the engagement within the time frame established by the Bayonne Housing Authority and to ensure that all issues and questions are properly addressed, we will commit a significant amount of management effort. We plan to begin our audit process immediately upon our appointment as independent auditors for the authority.

The process will include:

- Conducting entrance conference to address accounting and other issues.
- Reviewing applicable state and federal laws, rules, and regulations, contracts and agreements
- Documenting the internal control systems in effect
- Establishing detailed audit programs, work plans and audit timetables.
- Evaluating audit risk.

#### A. PLANNING PHASE (Cont'd):

During the Planning Phase we will review and document the system of internal accounting control including:

- Computer Systems - We will review the systems of internal controls and security of the computer systems. During this phase we will gain an understanding of the Authority data processing systems. Upon completion of the planning phase, we will have identified key controls within the systems. Such controls will be subjected to detailed testing in System testing as described later.
- Application Reviews - We will review the significant accounting applications including input, output, programming and processing controls and interfaces with other significant accounting applications.
- Review and Evaluate Accounting Systems and Internal Control Structure -We will review the significant internal controls to determine if there is proper separation of duties, whether assets are properly safeguarded and the accounting records are adequate to produce financial statements in accordance with generally accepted accounting principles.

The planning phase procedures will result in the identification of key controls. These will be subjected to detailed testing in Systems Testing Phase to determine their effectiveness and reliability.

#### I. COORDINATION WITH YOUR COGNIZANT AGENCY

This phase will also include coordination with the United States Department of Housing and Urban Development, your cognizant agency. If necessary, we will discuss such items as our audit approach the compliance reporting requirements, the content and format of the reports, and supplemental schedules required with the HUD.

Through our year of experience in working with HUD-funded programs, we have determined that preliminary discussions of emerging issues often eliminate misunderstandings after the audit is completed.

## **B. SYSTEMS TESTING PHASE:**

Having reviewed our understanding of each of the Bayonne Housing Authority's major systems in the Planning Phase, we will finalize our overall plan for the audit. This plan will include specific tests of key controls in the various systems and our year end procedures. Thus Systems testing procedures allow us to determine the effectiveness and reliability of critical controls in the Bayonne Housing Authority's accounting systems.

### **I. AUDIT SAMPLING**

We have developed audit sampling procedures designed specifically to support the objectives of an examination made in accordance with generally accepted auditing standards. Our methodologies rely upon the following techniques.

Attribute Sampling - A technique for selecting individual items in the population to test the compliance with underlying control procedures.

Stratified Sampling - A sampling technique wherein larger, material dollar value items are selected for testing, while smaller monetary transactions are selected randomly for testing.

### **II. TESTS OF FEDERAL ASSISTANCE PROGRAMS**

As part of our initial planning, we will obtain an understanding of the authority's systems of internal control and the system established to ensure compliance with laws and regulations affecting the expenditure of federal funds.

In accordance with Office of Management and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*(Uniform Guidance), we will test charges to federal grants to determine that they:

- Are necessary and reasonable for the proper administration of the program.
- Conform to any limitation or exclusion in the award.
- Were given consistent accounting treatment and applied uniformly to both federally assisted and other recipient activities.
- Were net of applicable credits.
- Did not include costs properly chargeable to other federally assisted programs.
- Were properly recorded (i.e. correct amount, date) and supported by source documentation.
- Were approved in advance, if subject to prior approval in accordance with "Cost Principles Applicable to Grants and Contracts with State and Local Governments."
- Were incurred in accordance with competitive purchasing procedures.
- Were allocated equitably to benefiting activities, including non-federal activities.

## **B. SYSTEMS TESTING PHASE (Cont'd):**

In accordance with the OMB Circular Compliance Supplement we will test the authority's compliance with specific requirements outlined in that document for each of the housing authority's major programs. As required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the following types of compliance requirements will be tested for each major program to which they apply:

- Activities Allowed or Disallowed
- Allowable Costs / Cost Principles
- Cash Management
- Eligibility
- Equipment and Real Property Management
- Matching Level of Support, Earmarking
- Period of Performance
- Procurement and Suspension and Debarment
- Program Income
- Real Property Acquisition / Relocation Assistance
- Reporting
- Sub-recipient Monitoring
- Special Tests and Provisions

## **C. COMPLETION OF THE AUDIT PHASE:**

The detailed audit procedures to be performed in our audit of the Bayonne Housing Authority will be determined during the planning and systems testing phases, outlined previously. However, our usual steps for this phase include performing confirmations and verification procedures, analytic review procedures, review of minutes of Directors meetings. Our approach to the significant Financial Statement accounts is expected to include, but not be limited to the following:

- Confirming and reconciling cash accounts and investments.
- Recalculating key accruals and deferrals.
- Reviewing revenue/expense cutoff procedures.
- Confirming debt balances, terms, etc.
- Evaluating contingencies for the purpose of recording or disclosing in the financial statements.
- Reviewing minutes of Directors Meetings.
- Obtaining attorney letters and management's letter of representation.
- Reviewing propriety of year-end adjustments/reclassifications.
- Reviewing and analyzing the financial statements for consistency, proper classifications and reasonableness.
- Formulating our professional opinion on the financial statements.

## SINGLE AUDIT AND UNIFORM GUIDANCE

The Single Audit Act (the Act) enacted in 1984 and amended in 1996 substantially revised the government's approach to auditing federal financial assistance programs (Federal programs). The audit requirements of the Act are administered and monitored on behalf of the federal government by cognizant agency representatives who are designated or agree to represent the collective interests of the various Federal agencies. The Act and U. S. Office of Management and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) require each state and local government that receives over \$750,000 of federal financial assistance to have a single audit performed each year. The objectives of the single audit are to:

- Improve the financial management of state and local governments with respect to federal financial assistance programs through improved auditing.
- Establish uniform requirements for audits of federal financial assistance provided to state and local governments.
- Promote the efficient and effective use of audit resources.
- Ensure that federal departments and agencies, to the maximum extent practicable, rely on and use audit work performed pursuant to the requirements of the Act.

Under the Act and OMB Uniform Guidance, the following reports will be issued. Those reports will be addressed to the Board of Commissioners and the cognizant agency, the Department of Housing and Urban Development.

U. S. General Accounting Office (GAO) Standards require the auditor to identify and classify internal accounting control categories at The Authority, and report on controls reviewed and not reviewed. We have identified and classified The Authority's control categories along the same lines as the functional areas of the audit.

- Program Revenues/Expenditures
- Other Revenues
- Personal Service Expenditures
- Other Expenditures
- Capital Projects and Fixed Assets

All of the above categories will be evaluated.

In addition, the auditor is required to identify and evaluate the controls used in administering Federal programs. Our study will include all of the applicable control categories listed above, where present. With respect to internal control systems used in administering major federal financial assistance programs, our study and evaluation will include considering the types of errors and irregularities that could occur, determining the internal control procedures that should prevent or detect such errors or irregularities, determining whether the necessary procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses.

## **SINGLE AUDIT AND UNIFORM GUIDANCE (Cont'd)**

With respect to the internal control systems use solely in administering the non-major federal programs of The Authority, our study and evaluation will consist of a preliminary review of the systems to obtain an understanding of the control environment and the flow of transactions through the accounting system.

The primary basis for development of our tests of compliance will be the OMB Uniform Guidance Compliance Supplement. For each of the housing authority's major federal programs, we will design a representative test of compliance based upon the criteria established in the OMB Uniform Guidance Compliance Supplement. This will include compliance criteria for programs as included herein.

If transactions from non-major federal programs are selected for testing in any part of the tests and reviews performed in connection with the audit of the basic financial statements or the study and evaluation of internal controls, such transactions will also be tested for compliance with federal laws and regulations that apply to such transactions.

**FIRM QUALIFICATIONS AND  
ENGAGEMENT MANAGEMENT PERSONNEL**

## I. EVIDENCE OF OUR FIRM'S EXPERIENCE & ABILITY TO PERFORM THIS WORK

Polcari & Company participates in the American Institute of Certified Public Accountants Quality review program. Under that program, the quality control procedures used by our firm to perform audit and accounting services is reviewed by another independent firm of certified public accountants every three years. The last review of Polcari & Company was performed for the fiscal year ended May 31, 2020. As a result of that review, unqualified opinion was issued. A copy of that opinion is enclosed for your review.

In addition, all partners of Polcari & Company receive at least eighty hours of Continuing Professional Education every two year period. At least twenty-four of the eighty hours of continuing education pertain directly to the audit of government agencies. The firm keeps extensive records of the training programs attended by each individual and reports these activities to the Society of Certified Public Accountants.

All partners of the firm are licensed certified public accountants in the state of New Jersey and Pennsylvania. Anthony G. Polcari is licensed in the State of New York also.

Our cover letter clearly indicates our firm's extensive experience in the area of accounting and auditing for public housing authorities. This experience is well-documented by the following enclosed documents.

- List of housing authority audits conducted by Polcari & Company
- List of housing authorities retaining Polcari & Company as fee accountants
- Letters from Public Housing Authorities Directors Association (PHADA) commending the partners of Polcari & Company for presentation performed at PHADA's Annual Convention
- Polcari & Company's unqualified quality review for the year ended May 31, 2020
- Copy of Polcari & Company CPA's License

## II. CAPABILITY TO PERFORM AUDIT SERVICES IN THE PERIOD OUTLINED

Polcari & Company can complete the engagement within two (2) months of receipt of an engagement letter.



### III. ENGAGEMENT MANAGEMENT AND PERSONNEL

**Polcari & Company, CPA's** is proposing an audit team which has the experience to assure a timely delivery of services with a minimum disruption to the Authority's normal operations.

The following professionals have the qualifications and experience to assure timely performance of the contract.

**Anthony G. Polcari** will serve as Engagement Partner. Mr. Polcari will manage the day to day progress of the audit. He will also be the firm's liaison with the housing authority, the HUD/OIG, and will be responsible for the management of this contract. Mr. Polcari is the founder and managing partner at Polcari and Company and has extensive experience in managing audits and other professional service contracts for housing authorities and other federally funded organizations. Mr. Polcari has served as engagement partner on the firm's audits for over twenty housing authorities in Pennsylvania and New Jersey.

**Michael A. Maurice** will serve as the Quality Review Partner.

## ENGAGEMENT MANAGEMENT AND PERSONNEL RESUMES

**RESUME OF:** ANTHONY G. POLCARI

**PRESENT POSITION:** MANAGING PARTNER  
POLCARI & CO., CPA'S  
WAYNE, NJ

**PROFESSIONAL EXPERIENCE:** Anthony G. Polcari is the founder of Polcari & Co. and has been its managing partner since 1979. Prior to 1979, Mr. Polcari was an audit manager for an international CPA firm. In his capacity as managing partner, he performs the following functions:

- Manages, administers, and supervises audit, tax and consulting engagements for clients in diversified industries.
- Extensive experience in auditing public housing authorities and other federally and state funded not-for-profit organizations.
- Fee accountant for nine New Jersey housing authorities
- Developed internal control structure policies and procedures for housing authorities and other organizations.
- Conducted seminars in the area of public housing authority finance, budgeting, Performance Funding System Subsidy (PFS) and financial reporting.
- Lectured for New Jersey Society of Certified Public Accountants on various audit and tax matters.
- Served as adjunct professor at Jersey City State College
- Assisted housing authority clients in conversion of manual accounting to electronic data processing systems

**EDUCATION:** **UNIVERSITY OF NOTRE DAME** **Notre Dame, IN**  
Graduate 1973

- Bachelor of Business Administration
  - Major in Accounting

**PROFESSIONAL ASSOCIATIONS:**

- New Jersey Society of Certified Public Accountants
- New York State Society of CPAs
- American Institute of Certified Public Accountants

**RESUME OF:**

MICHAEL A. MAURICE

**PROFESSIONAL  
EXPERIENCE:**October 1996 -  
Present**POLCARI & CO, CPA'S****Wayne, NJ***PARTNER*Functions:

- Manages, administers and supervises audits on financial statements in diversified industries including those of public housing authorities and other federally and state funded non-profit organizations.
- Preparation of budgets, analysis of budget to actual variances and calculation of financial ratios.
- Preparation of financial statements for audit, review and compilation engagements
- Prepare business valuations and projections for both corporations and partnerships
- Install software, conduct staff training and provide management advisory services
- Prepare corporate, individual, partnership, estate and not for profit income tax returns

January 1993 –  
October 1996**JVC COMPANY OF AMERICA****Hackensack, NJ***INTERNAL AUDITOR*Functions:

- Prepared consolidated financial statements as well as by department and region
- Accounted for inventory including overseeing year-end physical inventory at various locations.
- Prepared monthly sales and gross profit analysis as well as advertising and promotional cost analysis.

February 1990 –  
January 1993**WESTERN UNION CORPORATION****Paramus, NJ***ACCOUNTANT*Functions:

- Prepared account analysis and reconciliations
- Prepared financial statements

**EDUCATION:**

Graduate 1989

**St. Peters College****Jersey City, NJ**

- Bachelor of Business Administration
  - Major in Accounting
  - Minor in Marketing Management

**PROFESSIONAL  
ASSOCIATIONS:**

- New Jersey Society of Certified Public Accountants
- Litigation Services Committee (NJSCPA)
- Non Profit Committee (NJSCPA)

## **MANAGEMENT PLAN**

## MANAGEMENT PLAN

### I. Progress Meetings

Polcari & Company, CPA's will conduct progress meetings with the Housing Authority on a monthly basis. The firm will provide status reports to include but not be limited to progress of the audit, problems encountered, proposed solutions, and identification of persons responsible for follow-up. The Engagement Partner will chair these meetings and coordinate with appropriate fiscal staff of the authority.

### II. Preliminary Report and Exit Conference

Polcari & Company, CPA's will issue a preliminary draft report to management for discussion purposes within 90 days of the commencement of the audit. A formal Exit Conference will be scheduled and coordinated with the designated management of the Authority.

### III. Final Report

Polcari & Company, CPA's will issue final audit reports upon appropriate revisions and inclusion of audit responses to findings emanating from the formal Exit Conference. We will issue two (2) copies of the final report to HUD, ten (10) copies to the Housing Authority, one (1) electronic copy to the Federal Audit Clearinghouse Bureau of the Census and one (1) copy to the New Jersey Department of Community Affairs within ten (10) days after the exit conference.

## **COST PROPOSAL**

## I. FEES

Our firm's fees are based upon the actual time spent on the engagement by the hourly rates of each level of professional staff. Our firm's audit rates are as follows:

Partner	\$ 180
Manager	160
Senior Accountant	130

Based upon our estimate of time required to satisfy the requirements for this engagement, we propose a proposed fee of \$18,500 for the year ended June 30, 2022.

### SUMMARY COST PROPOSAL

#### Fee Schedule

<u>Level</u>	<u>Est Hrs</u>	<u>Hrly Rate</u>	<u>Fee</u>
Partner	40	\$ 180	\$ 7,200
Manager	40	160	6,400
Senior	36	130	4,680
Admin			220
			<u>\$ 18,500</u>

## ESTIMATED HOURS BY PROGRAM TASK

<u>Planning Phase</u>	<u>Total Hours</u>	<u>Projected Completion Date</u>
Interviews and systems review. Audit planning and coordination documenting systems descriptions. Planning and knowledge of business Review and walk through of systems descriptions. Preliminary evaluation of internal control and risk analysis.	20	2 days from commencement of the audit
<u>Systems Testing Phase</u> Tests of internal controls Tests of compliance and federal grant requirements. (Single Audit) Assessment of internal control Review of PHFAS	30	4 days from commencement of the audit
<u>Completion of Audit Phase</u> Perform procedures: Cash and short-term investments Receivables - Confirmations if necessary - Other Prepaid expenses Other assets Land, Structures and equipment Accounts payable Other current liabilities - (accruals) Debt (Bonds, notes, and other) Equity Revenues and Expenditures Working trial balance and adjustments Report Preparation and Review Single Audit reporting Conferences and meetings Staff Supervision and review Exit Conference & REAC Submission	40	6 days from commencement of audit
Final Reports	<u>26</u>	11 days from the commencement of audit 15 days after completion of fieldwork
Total Hours	<u>116</u>	



**CERTIFICATION OF EQUAL OPPORTUNITY EMPLOYMENT  
AND CERTIFICATION THAT NO LITIGATION IS  
OUTSTANDING AGAINST THE FIRM**

## **PENDING LITIGATION**

Polcari & Company certifies that no litigation is pending or threatened against the firm.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Polcari & Company certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin. The firm takes affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to race, color, religion, sex, age or national origin. Such actions include, but are not limited to the following:

- Employment
- Upgrading
- Demotion or transfer
- Recruitment or recruitment advertising
- Layoff or termination
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship

**ENCLOSURES**

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 282  
TRENTON NJ 08646-0282

TAXPAYER NAME

POLECART COMPANY OPA

TRADE NAME

POLECART COMPANY

TAXPAYER IDENTIFICATION#

222-630-0301000

SEQUENCE NUMBER

0400676

ADDRESS

2086 HAMBURG STREET UNIT H  
WAYNE NJ 07470

ISSUANCE DATE

09/21/03

EFFECTIVE DATE

01/01/04

FORM: BRO(00:01)

Director

This certificate is NOT a substitute for any other tax or fee. It is not to be displayed at any other place.

State Of New Jersey  
New Jersey Office of the Attorney General  
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE  
Board of Accountancy

HAS REGISTERED

POLCARI & COMPANY  
ANTHONY G POLCARI  
2035 HAMBURG TURNPIKE UNIT H  
WAYNE NJ 07470-6251

FOR PRACTICE IN NEW JERSEY AS A(N): Firm Registration

06/03/2021 TO 06/30/2024  
VALID

*Polcari & Company*  
Signature of Licensee/Registrant/Certificate Holder

20CB00241500  
LICENSE/REGISTRATION/CERTIFICATION #

*Kirk Corso*  
ACTING DIRECTOR

State Of New Jersey  
New Jersey Office of the Attorney General  
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE  
Board of Accountancy

HAS REGISTERED

ANTHONY G. POLCARI  
5 Cougar Circle  
Wayne NJ 07470

FOR PRACTICE IN NEW JERSEY AS A(N): Certified Public Accountant

11/03/2020 TO 12/31/2023  
VALID

20CC00770300  
LICENSE/REGISTRATION/CERTIFICATION #

*Anthony G. Polcari*  
Signature of Licensee/Registrant/Certification Holder

*Paul Rodriguez*  
ACTING DIRECTOR

New Jersey Office of the Attorney General  
Division of Consumer Affairs  
Form CA-17-1E

PL  
CE  
PL  
DOA  
P.O.  
REV

State Of New Jersey  
New Jersey Office of the Attorney General  
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE  
Board of Accountancy

HAS REGISTERED

MICHAEL A. MAURICE  
162 SYCAMORE TERRACE  
GLEN ROCK NJ 07452-1907

FOR PRACTICE IN NEW JERSEY AS A(N): Certified Public Accountant

12/21/2020 TO 12/31/2023  
VALID

20CC02483800  
LICENSE/REGISTRATION/CERTIFICATION #

*Michael A. Maurice*  
Signature of License Holder

*Paul Rodriguez*  
DIRECTOR

The University of the State of New York  
Education Department  
Office of the Professions

REGISTRATION CERTIFICATE

Do not accept a copy of this certificate

License Number: 040633-01

Certificate Number: 1001066

POLCARI ANTHONY G.  
POLCARI & CO. CPA<sup>PC</sup>  
2035 HAMBURG TPKE  
UNIT # 11  
WAYNE

NJ 07470-0000

is registered to practice in New York State through 06/30/2023 as a(n)  
CERTIFIED PUBLIC ACCOUNTANT

LICENSEE/REGISTRANT

Jennife B. Ulatas  
EXECUTIVE SECRETARY

Sharon L. Gato  
INTERIM COMMISSIONER OF EDUCATION

D. J. E. Kelly  
DEPUTY COMMISSIONER  
FOR THE PROFESSIONS

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The University of the State of New York  
Education Department  
Office of the Professions

REGISTRATION CERTIFICATE

Do not accept a copy of this certificate

License Number: 115747-01

Certificate Number: 0957837



MAURICE MICHAEL A  
162 BYCAMORE TBR  
GLEN ROCK

NJ 07452-1907

is registered to practice in New York State through 07/31/2023 as a(n)  
CERTIFIED PUBLIC ACCOUNTANT

LICENSEE/REGISTRANT

Jennifer B. Waters  
EXECUTIVE SECRETARY

Shannon L. Gatoe  
INTERIM COMMISSIONER OF EDUCATION

D. De. E. Kelly  
DEPUTY COMMISSIONER  
FOR THE PROFESSIONS

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Commonwealth of Pennsylvania

Department of State

Bureau of Professional and Occupational Affairs

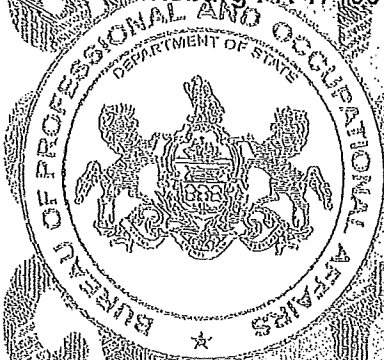
PO BOX 2649 Harrisburg PA 17105-2649

21 0318701

License Type

Accountancy Firm

POLCARI & COMPANY CPAS  
2035 HAMBURG TURNPIKE UNIT H  
WAYNE, NJ 07470



License Status

Active

Initial License Date

01/20/2010

License Number

AF053193

Expiration Date

12/31/2023

*K. Kelly Johnson*

Commissioner of Professional and Occupational Affairs

*Anthony M. Plescia*  
Signature

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DISPLAY THIS CERTIFICATE PROMINENTLY • NOTIFY AGENCY WITHIN 10 DAYS OF ANY CHANGE

Commonwealth of Pennsylvania

Department of State

Bureau of Professional and Occupational Affairs

PO BOX 2649 Harrisburg PA 17105-2649

21-0319173

License Type

Certified Public Accountant

ANTHONY G POLCARI

POLCARI & COMPANY CPAS

2035 HAMBURG TURNPIKE UNIT H

WAYNE, NJ 07470

License Status

Active

Initial License Date

04/28/2004



License Number

CA047147

Expiration Date

12/31/2023

*K. Kelly Jones*

Commissioner of Professional and Occupational Affairs

*Anthony G. Polcari*  
Signature

ALTERATION OF THIS DOCUMENT IS A CRIMINAL OFFENSE UNDER 18 P.S. 3911

DISPLAY THIS CERTIFICATE PROMINENTLY & NOTIFY AGENCY WITHIN 10 DAYS OF ANY CHANGE

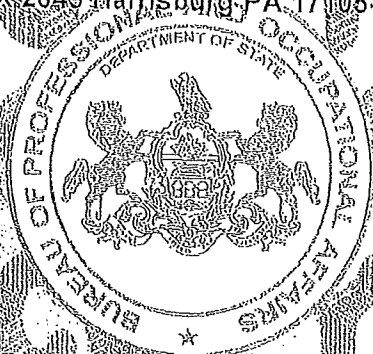
Commonwealth of Pennsylvania  
Department of State  
Bureau of Professional and Occupational Affairs  
PO BOX 2649 Harrisburg PA 17105-2649

21 0324565

License Type

Certified Public Accountant

MICHAEL A MAURICE  
POLCARI & COMPANY CPAS  
2035 HAMBURG TURNPIKE  
WAYNE, NJ 07470



License Status

Active

Initial License Date

04/08/2004

License Number  
CA047149

Expiration Date  
12/31/2023

Commissioner of Professional and Occupational Affairs

Signature

ALTERATION OF THIS DOCUMENT IS A CRIMINAL OFFENSE UNDER 18 P.S. § 9111



William J. Martini, Sr., CPA  
William J. Martini, Jr., CPA, RMA, MS\*  
John R. Martini, CPA, CFP

\*Certified in NJ & PA with a Masters  
Degree in Taxation

CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS  
FINANCIAL CONSULTANTS

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

May 28, 2021

To the Partners of Polcari & Co.  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Polcari & Co. (*the firm*) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (*Standards*).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Governmental Auditing Standards*, including a compliance audit under the *Single Audit Act*.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Members:  
American Institute of CPA's  
NJ Society of CPA's  
AICPA Private Companies Practice Section

1135 E. Chestnut Avenue  
Vineland, NJ 08360

Phone: 856-691-8934  
FAX: 856-696-2256  
E-mail: [mnpcpa@ccenj.net](mailto:mnpcpa@ccenj.net)  
Website: [www.nmcpa.net](http://www.nmcpa.net)

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Polcari & Co. in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Polcari & Co. has received a peer review rating of *pass*.

*Martini & Martini*

MARTINI & MARTINI, CPA, PA

U.S. Department of Housing and Urban Development  
850 12th Street, SW  
Suite 100  
Washington, D.C. 20410



OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

July 26, 2016

Mr. Tony Polcari, Partner  
Polcari & Co, CPAs  
2035 Hamburg Turnpike, Suite H  
Wayne, NJ 07470  
Phone: (973) 831-6969  
Fax: (973) 831-6972  
Email: [tony@polcarico.com](mailto:tony@polcarico.com)

Dear Mr. Polcari:

Financial quality assurance (QA) personnel from the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing - Real Estate Assessment Center (HUD-REAC) have completed a Quality Control Review (QCR) of certain audit and attestation services provided by Polcari and Company (the Firm) to entities covered by the Uniform Financial Reporting Standards (UFRS) (24 CFR Part 5, Subpart H) and the Public Housing Assessment System (PHAS) (24 CFR Parts 901 and 902) regulations. The objective of the QCR was to determine if the Firm performed these services in accordance with auditing standards generally accepted in the United States of America (GAAS), generally accepted government auditing standards (GAGAS), the Office of Management and Budget's (OMB) Circular A-133, the American Institute of Certified Public Accountants' (AICPA) Statements on Standards for Attestation Engagements (SSAE), and applicable HUD requirements.

The QCR procedures included, but were not limited to, reviewing the Firm's working papers and audit reports supporting the following engagements:

*Entities selected for QCR*

No.	Name	TYPE	Assets	Revenues
PA037	Pottsville Housing Authority	3/31/2015	\$ 7,453,910	\$ 5,924,632
NY024	Phillipsburg Housing Authority	6/30/2015	24,847,221	6,335,681
NY009	Albany Housing Authority	6/30/2015	190,296,266	44,474,582
3435304	GoggleWorks Apartments, LLC	12/30/2014	24,304,925	740,033
			\$ 246,902,322	\$ 57,694,928

Source: Financial statements on file at the firm.

HUD's procedures also included analyzing the Firm's staffing, as well as its public housing authority (PHA) and multifamily (MF) client workload, to determine if the Firm has the

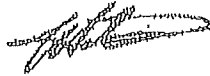
capacity to perform its UFRS engagements in accordance with professional standards and HUD requirements.

For entities covered by UFRS, PHAS, OMB Circular A-133 and HUD requirements, HUD-REAC relies on Certified Public Accountants (CPAs) to provide reasonable assurance about whether a PHA's or multifamily ownership entity's financial statements are free from material misstatements, whether caused by error or fraud. The financial statements are used as the basis for a participant's financial indicator score. Therefore, audits performed in accordance with GAAS and GAGAS are an essential component of the PHAS and multifamily scoring process.

Based on the QCR procedures performed, it is HUD's position that the Firm was in substantial compliance with applicable GAAS and GAGAS standards, OMB Circular A-133, and applicable HUD requirements.

No further action is required by the Firm. Thank you for your cooperation during this review. If you have any questions, please call Mr. Wendell Conner at (336) 255-4821 or myself at (206) 295-0245.

Sincerely,



Jerrald W. Hite  
Deputy Director,  
Quality Assurance Subsystem (QASS)

For,

Wendell Conner  
Director, QASS





Public Housing Authorities Directors Association

511 Capitol Court, NE, Washington, DC 20002-4937  
phone: 202-546-5446 fax: 202-546-2280 www.phada.org

July 7, 2015

Anthony Polcari  
Polcari & Company  
2035 Hamburg Turnpike, Unit H  
Wayne, NJ 07470

Dear Tony:

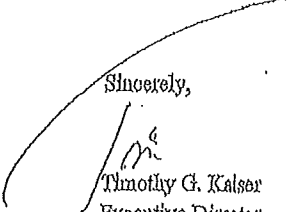
On behalf of the members and staff of PHADA, thank you for your recent participation and well-prepared presentation at our 2015 Annual Convention in San Francisco, California.

As you know, the Office of Management and Budget (OMB), issued an interim rule last December entitled, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." More commonly referred to as the "Omni or Super Circular," the regulation affects virtually all HUD programs. Your May 6 session on this important topic was very timely and highly informative. I thought it also generated some good questions and interesting discussion.

I also appreciate your assistance this past spring in talking with HUD officials about related issues and some of our concerns (i.e. on bad debts and certain fringe benefits) and how those matters may be handled under the OMB guidance. We will continue to monitor the situation.

Thank you again for presenting a very good session and all you do for PHADA.

Sincerely,

  
Timothy G. Kaiser  
Executive Director



Public Housing Authorities Directors Association  
511 Capitol Court, NE, Washington, DC 20002-4987  
phone: 202-546-5446 fax: 202-546-2280 www.phada.org

July 7, 2015

Michael Maurice  
Polcarl & Company  
2035 Hamburg Turnpike, Unit H  
Wayne, NJ 07470

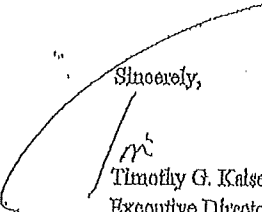
Dear Mike:

On behalf of the members and staff of PHADA, thank you for your recent participation and well-prepared presentation at our 2015 Annual Convention in San Francisco, California.

As you know, the Office of Management and Budget (OMB), issued an interim rule on December 19, 2014, entitled, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." More commonly referred to as the "Omni or Super Circular," the regulation affects virtually all HUD programs. Your May 6 session on this important topic was very timely and highly informative. I thought it also generated some good questions and interesting discussion.

Thank you again for presenting a very good session and all you do for PHADA.

Sincerely,

  
Timothy G. Kalser  
Executive Director

PUBLIC HOUSING AUTHORITY AUDITS CONDUCTED BY POLCARI AND COMPANY, CPAS  
NEW JERSEY

Bayonne Housing Authority  
549 Avenue A  
P.O. Box 277  
Bayonne, NJ 07002  
John T. Mahon, Executive Director  
Office number (201) 339-8700

Belmar Housing Authority  
710 Eighth Avenue  
Belmar, NJ 07719  
Paul DeSantis, Executive Director  
Office number (732)681-370

Bridgeton Housing Authority  
110 East Commerce Street  
Bridgeton, NJ 08302  
Joanne Sbrana, Executive Director  
Office number (856)451-4454

Cliffside Park Housing Authority  
500 Gorge Road  
Cliffside Park, NJ 07010  
Joseph Capano, Executive Director  
Office number (201)941-0655

Fort Lee Housing Authority  
1403 Theresa Drive  
Fort Lee, NJ 07024  
Terry Corrison, Executive Director  
Office number (201)947-7400

Garfield Housing Authority  
71 Daniel P. Conte Court  
Garfield, NJ 07026  
Martin Geisler, Executive Director  
Office number (973)340-4174

Hackensack Housing Authority  
65 First Street  
Hackensack, NJ 07601  
Anthony Feorenzo, Executive Director  
Office number (201)342-4280

Harrison Housing Authority  
Harrison 7 Schuyler Avenue  
Harrison, NJ 07029-1331  
Ray Lucas, Executive Director  
Office number (973)483-1488

Hoboken Housing Authority  
400 Harrison Street  
Hoboken, NJ 07030  
Marc Recko, Executive Director  
Office number (201)798-0370

PUBLIC HOUSING AUTHORITY AUDITS CONDUCTED BY POLCARI AND COMPANY, CPAS  
NEW JERSEY (CONTINUED)

Jersey City Housing Authority  
400 U.S Highway No.1  
Marion Gardens, Building #7  
Jersey City, NJ 07306  
Ms. Vivian Brady-Phillips -- Executive Director  
Office number (201)706-4619

Lakewood Township Residential Assistance Program  
600 W. Kennedy Blvd.  
Lakewood, NJ 08701  
Meier Hertz, Executive Director  
Office number (732)367-0660

Princeton Housing Authority  
50 Clay Street  
Princeton, NJ 08542  
Scott B. Parsons, Executive Director  
Office number (609)924-3448

Rahway Housing Authority  
165 East Grand Avenue  
Rahway, NJ 07065  
Jennifer Maier, Executive Director  
Office number (732)499-0066

Red Bank Housing Authority  
52 Evergreen Terrace  
PO Box 2158  
Red Bank, NJ 07701  
Bill Snyder, Executive Director  
Office number (732)741-1808

Secaucus Housing Authority  
700 County Avenue  
Secaucus, NJ 07094  
Christopher Marra, Executive Director  
Office number (201) 867-2957

PUBLIC HOUSING AUTHORITY AUDITS CONDUCTED BY POLCARI AND COMPANY, CPAS  
NEW YORK AND PENNSYLVANIA

Albany Housing Authority  
200 S. Pearl Street  
Albany, New York 12202  
Mr. Steven Longo, Executive Director  
Office number (518) 641-7500

Beacon Housing Authority  
1 Forrestal Heights  
Beacon, New York 12508-3701  
Roland Traudt, Executive Director  
Office number (845) 831-1289

Carbondale Housing Authority  
2 John Street  
Carbondale, PA 18407  
Thomas Ruddy, Executive Director  
Office number (570) 282-0280

Housing Authority of the Village of Ellenville  
10 Eastwood Avenue  
Ellenville, New York 12428  
Donna Bilyeu, Executive Director  
Office number (845)-647-8686

Housing Authority of the County of Greene  
170 E Greene St #1  
Waynesburg, PA 15370  
Lane Turturici, Executive Director  
Office number (724)627-6523

Hazleton Housing Authority  
3209 West Mine Street  
Hazleton, PA 18201  
Dorothy George, Executive Director  
Office number (570) 455-9503

Housing Authority of the County of Huntingdon  
100 Federal Drive  
Mt Union, PA 17066  
Dawn Sunderland, Executive Director  
Office number (814)542-2531

Lancaster County Housing Authority  
202 North Prince Street, Suite 400  
Lancaster, PA 17603  
Dorothy George, Executive Director  
Office number (717) 394-0793

Lancaster County Redevelopment Authority  
202 North Prince Street, Suite 400  
Lancaster, PA 17603  
Matthew Sternberg, Executive Director  
Office number (717) 394-0793

PUBLIC HOUSING AUTHORITY AUDITS CONDUCTED BY POLCARI AND COMPANY, CPAS  
NEW YORK AND PENNSYLVANIA (CONTINUED)

McKean County Housing Authority  
415 West Main Street  
Smethport, PA 16749  
Szarowicz, Kathleen, Acting Executive Director  
Office number (814) 887-5563

Northumberland County Housing Authority  
50 Mahoning Street  
Milton, PA 17847-1021  
Edward P. Christiano, Executive Dir.  
Office number (570) 742-8797

Pittston Housing Authority  
500 Kennedy Blvd.  
Pittston, PA 18640  
William Lisak, Executive Director  
Office number (570) 655-3707

Pottsville Housing Authority  
410 Laurel Blvd.  
Craig S. Shields, Executive Director  
Pottsville, PA 17901-2401  
Office number (570) 628-2702

Sunbury Housing Authority  
705 Market Street  
Sunbury, PA 17801  
Tressa Downs, Executive Director  
Office number (570) 286-8563

Snyder County Housing Authority  
106 Drake Court  
Middleburg, PA 17842  
Denise G. Miller, Executive Director  
Office number (570) 837-3979

Warren County Housing Authority  
108 Oak Street  
Warren, PA 16365  
Office number (814) 723-2312  
Tonya Mitchell-Weston, Executive Director

Wilkes-Barre Housing Authority  
50 Lincoln Plaza, South Wilkes-Barre Blvd.  
Wilkes-Barre, PA 18702  
Judy Kosloski, Executive Director  
Office number (570) 825-6657

York Housing Authority  
31 South Broad Street  
Donald Moul, Director of Finance  
Office number (717) 845-2601

PUBLIC HOUSING AUTHORITIES RETAINING POLCARI & COMPANY, CPAS  
AS FEE ACCOUNTANTS AND CONSULTANTS

**New Jersey**

**Asbury Park Housing Authority**

1000 ½ Third Avenue  
Asbury Park, NJ 07712  
Tom Sahlin, Executive Director  
Office Number (732) 774-2660

**East Orange Housing Authority**

7 Glenwood Avenue – Suite 304A  
East Orange, NJ 07017  
Mr. Wilbert O. Gill, Executive Director  
Office number (973) 766-8896

**Edison Housing Authority**

14 Rev. Samuel Carpenter Blvd.  
Edison, NJ 08820  
Ms. Deborah Hurley, Executive Director  
Office number (908) 561-2525

**Housing Authority of the City of Elizabeth**

688 Maple Avenue  
Elizabeth, NJ 07202  
Mr. William Jones, Executive Director  
Office number (908) 965-2400

**Irvington Housing Authority**

101-A Union Ave  
Irvington, NJ 07111  
Mr. Ramon Rivera, Interim Executive Director  
Office number (973) 375-2121

**Housing Authority of the City of Long Branch**

2 Hope Lane  
Long Branch, New Jersey 07740  
Mrs. Gloria Wright, Executive Director  
Office number (732) 222-3747

**Millville Housing Authority**

1 East Vine Street  
Millville, New Jersey 08332  
Mrs. Samantha Silvers, Executive Director  
Office number (856) 825-8860

**Housing Authority of Morris County**

P.O. Box 900  
Morristown, NJ 07963-0900  
Ms. Kelly Stephens, Executive Director  
Office number (973) 540-0557

**New Brunswick Housing & Redevelopment Authority**

37 Vandyke Avenue  
New Brunswick, NJ 08901  
Mr. John A. Clarke, Executive Director  
Office number (732) 745-0984

PUBLIC HOUSING AUTHORITIES RETAINING POLCARI & COMPANY, CPAS  
AS FEE ACCOUNTANTS AND CONSULTANTS

**New Jersey (Continued)**

**Newton Housing Authority**

32 Liberty Street  
Newton, NJ 07860  
Bill Snyder, Executive Director  
Office number (973) 383-1181

**Plainfield Housing Authority**

510 East Front Street  
Plainfield, NJ 07060  
Mr. Randall Wood, Executive Director  
Office number (908) 769-6335

**Salem Housing Authority**

205 Seventh Street  
Salem, NJ 08079  
Mrs. Samantha Silvers, Executive Director  
Office number (856) 935-5022

**Housing Authority of the City of Wildwood**

3700 New Jersey Avenue  
Wildwood, NJ 08260  
Mrs. Elizabeth Loyle, Executive Director  
Office number (609) 729-0220



PUBLIC HOUSING AUTHORITIES RETAINING POLCARI & COMPANY, CPAS  
AS FEE ACCOUNTANTS AND CONSULTANTS

**New York**

**Freeport Housing Authority**

240 South Main Street  
Freeport, NY 11520  
John Hrvatin, Executive Director  
Office number (516) 623-2508

**Greenburgh Housing Authority**

9 Maple Street  
White Plains, NY 10603  
Raju Abraham, Executive Director  
Office number (914)946-2110

**Huntington Housing Authority**

1-A Lowndes Avenue  
Huntington Station, NY 11746  
Jacquetta Harris, Executive Director  
Office number (631)427-6220

**North Hempstead Housing Authority**

899 Broadway  
Westbury, NY 11590  
Sean Rainey, Executive Director  
Office number (516)627-6433

**Town of Oyster Bay Housing Authority**

115 Central Park Road  
Plainview, NY 11803  
James Picken, Executive Director  
Office number (516)349-1000

**Tarrytown Housing Authority**

50 White Street  
Tarrytown, New York 10591  
Wilfredo Gonzalez, Executive Director  
Office number (914) 631-1991

**Kingston Housing Authority**

132 Rondout Drive  
Kingston, NY 12401  
Benjamin O'Shea, Executive Director  
Office number (845) 331-1955

**Town of Hempstead Housing Authority**

760 Jerusalem Avenue  
Uniondale, NY 11553  
William Scheibeler, Interim Executive Director  
Office number (516) 485-9666

PUBLIC HOUSING AUTHORITIES RETAINING POLCARI & COMPANY, CPAS  
AS FEE ACCOUNTANTS AND CONSULTANTS

**Pennsylvania**

**Lackawanna County Housing Authority**

2019 W. Pine Street

Dunmore, PA 18512

Mr. James Dartt, Executive Director

Office number (570) 342-7629



HANOVER  
Accountants Advantage  
Professional Liability Insurance

*Declarations Page*

NOTICE: THIS POLICY IS A CLAIMS-MADE POLICY. PLEASE READ THE POLICY CAREFULLY.

**Policy Number**

LHY-D737796-03

**THE HANOVER INSURANCE COMPANY**

440 Lincoln Street  
Worcester, MA 01653

(A Stock Insurance Company, herein called the Insurer)

**Issue Date** 10/25/2021

**Item 1. NAMED INSURED AND ADDRESS**

POLCARI & COMPANY CPAS  
2035 HAMBURG TURNPIKE UNIT H  
WAYNE, NJ 07470

**Item 2. POLICY PERIOD**

Inception Date: 10/31/2021

Expiration Date: 10/31/2022

(12:01 AM standard time at the address shown in Item 1.)

**Item 3. LIMIT OF LIABILITY**

- a. \$1,000,000 for each Claim; not to exceed
- b. \$1,000,000 for all Claims in the Aggregate

**Item 4. SUBLIMITS OF LIABILITY**

Employment Practices Liability and  
Discrimination Coverage

- a. \$30,000 for each Claims; not to exceed
- b. \$30,000 for all Claims in the Aggregate

Privacy and Security Liability Coverage

- a. \$1,000,000 for each Claim; not to exceed
- b. \$1,000,000 for all Claims in the Aggregate

**Item 5. DEDUCTIBLE**

- a. \$10,000 each Claim
- b. N/A for all Claims in the Aggregate

**Item 6. SUPPLEMENTAL COVERAGE**

Disciplinary and Regulatory Proceedings

Crisis Event

Withheld Client Fee Assistance

Expense Reimbursement

**LIMIT**

\$25,000 per Claim /  
\$50,000 for all Claims in the Aggregate  
\$30,000 per Event /  
\$30,000 in the Aggregate  
\$25,000 in the Aggregate  
\$30,000 in the Aggregate

**Item 7. RETROACTIVE DATE**

Full Prior Acts



HANOVER  
Accountants Advantage  
Professional Liability Insurance

*Declarations Page*

- Item 8. PREMIUM FOR THE POLICY PERIOD \$11,295.00
- State Surcharge\* and Tax:  
New Jersey Property Liability Insurance \$67.77  
Guaranty Association  
Total Premium: \$11,362.77
- Item 9. ENDORSEMENTS EFFECTIVE AT INCEPTION: See Schedule of Forms attached.
- Item 10. NOTICE TO INSURER  
Report a claim to the Company as required by Section G. Duties in the Event of Claim(s) or Potential Claim(s) to:  
  
The Hanover Insurance Company  
440 Lincoln Street  
Worcester, MA 01653  
  
National Claims Telephone Number: 800-628-0250. For Cyber Claims: 800-385-5271  
Facsimile: 800-399-4734  
Email: ProClaim@Hanover.com For Cyber Claims: Cyberclaims@hanover.com
- Agent on behalf of: PROTECTION PLUS ASSOCIATES INC.  
PO BOX 4  
AUGUSTA, NJ 07822  
4109000

THIS AGREEMENT, entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Bayonne Housing Authority, State of New Jersey, (hereinafter referred to as the Public Housing Agency) and Polcari & Company, CPA's, Independent Public Accountant of 2035 Hamburg Turnpike, Unit H, Wayne, NJ 07470 (hereinafter referred to as the "Contractor"), WITNESSETH:

WHEREAS, the Public Housing Agency has entered into a contract (contracts) with the United States of America acting through the Department of Housing and Urban Development (hereinafter referred to as the "Government" ) for financial assistance for low income public housing pursuant to the United States Housing Act of 1937, as amended, 42 United States Code section 1437 et. seq.; and

WHEREAS, pursuant to said contract (contracts), the Government, the Comptroller General of the United States or his/her duly authorized representatives and the State of New Jersey Department of Community Affairs (DCA), have the right to audit the books and records of the Public Housing Agency pertinent to its operations with respect to such financial assistance; and

WHEREAS, the Government and DCA have authorized the Public Housing Agency to procure such an audit by an Independent Public Accountant in lieu of audit by the Government and DCA; and

WHEREAS, the Pubic Housing Agency desires the Contractor to conduct and perform such an audit;

NOW THEREFORE, the Public Housing Agency and the Contractor do mutually agree as follows:

The Contractor shall audit the accounts and records of the Public Housing Agency for the 12 month period ending June 30, 2022, (a) in accordance with Generally Accepted Government Auditing Standards and the auditing and reporting provisions of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Notices PIH-95-31 and 98-14 and (b) in conformance with the State of New Jersey Statutes and Regulations, New Jersey Administrative Code 5:31.7. The audit performed shall be sufficient in scope to enable the Contractor to express an opinion in the audit report on the financial statements of the Public Housing Agency.

1. The books of account and financial records to be audited are maintained and are located at the Public Housing Agency's office in Bayonne, NJ. The Executive Director of the Public Housing Agency at the contractor's request will make these books and

records will be made available to the contractor for the contractor's use at the Public Housing Agency's office during normal business hours.

2. If the contractor ascertains that the Public Housing Agency's books and records are not in a sufficiently satisfactory condition for performing an audit, the contractor shall disclose this deficiency to the Public Housing Agency. If the Public Housing Agency cannot get the books ready for an audit within 15 days, then the IPA should notify the Government and the State of New Jersey DCA. The contractor shall await further instructions from the Regional Inspector General for Audit and DCA before continuing the audit.
3. Upon completion of the audit, an Audit Report consisting of those elements as required by the Government (HUD) and the State of New Jersey (DCA) shall be simultaneously submitted to the Public Housing Agency, HUD field office, Federal Bureau of the Census and State of New Jersey DCA.
4. The Audit Report shall be submitted by March 31, 2023.
5. The Public Housing Agency may, before or during the conduct of the audit, request changes in the scope of the services of the contractor to be performed under this contract: Such changes, including any increase or decrease in the amount of the contractor's compensation and any change in the time limitation for submission of the Contractor's report, which are mutually agreed upon by and between the Public Housing Agency and the contractor, shall be incorporated into written amendments to this contract and shall be subject to approval by the Government and the State of New Jersey DCA.
6. The Public Housing Agency agrees to pay the Contractor as compensation for the services and report mentioned herein, a lump-sum fee of \$18,500 inclusive of all costs and expenses. The fee is based on the following:
  - a. Partner (Principal): \$180 per hour; estimated man-hours 40; \$7,200
  - b. Manager \$160 per hour; estimated man-hours 40; \$6,400
  - c. Manager \$ 130 per hour; estimated man-hours 36; \$4,680
  - d. Admin \$220
  - Total \$18,500

The lump sum shall be paid upon the contractor's compliance with paragraph 4 of this agreement.

7. The Contractor must be either a Certified Public Accountant, or a Licensed or Registered Public Accountant on or before December 31, 1970, by a regulatory authority of a state or other political subdivision of the United States and meet any legal requirements concerning registration in which the Public Housing Agency is located. In addition, those Public Accountants licensed after December 31, 1970, but prior to December 31, 1975, who performed a Public Housing Authority Audit prior to December 31, 1975, will be eligible to continue to perform Public Housing Authority audits. A statement by the state identifying such registration or license shall be attached to this contract.
8. The contractor certifies that its principal officer(s) or member(s) do not now have and have not had during any period covered by this audit any interest, direct or indirect, in the Public Housing Authority or any of its members or officials including the following:
  - a. Family relationship with any Public Housing Authority member or official;
  - b. Employment by or service as a member or official of a Public Housing Authority during the period covered by the audit.
9. The contractor certifies that it has not provided accounting or bookkeeping services for the Public Housing Authority during the period covered by the audit.
10. No member of or Delegate to Congress of the United States or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.
11. The contractor warrants that he/she has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warrant shall give the Public Housing Agency the right to terminate this contract, or, in its discretion, to deduct from the contractor's fee the amount of such commission, percentage, brokerage, or contingent fee.
12. The contractor shall not assign or transfer any interest in this contract.
13. For a period of four years from the date of the Audit Report, the contractor shall make its work papers, records, and other evidence of audit available to the Government, the Comptroller General of the United States or his duly authorized representatives and State of New Jersey DCA, during normal working hours upon written request of the Government. The Government, Comptroller General and DCA shall be entitled to

reproduce any or all of such documents at their expense for which provision shall be made at the time the need for reproduction arises.

14. The contractor shall fully comply with (a) Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). (b) CFR 44 and all amendments thereto; (c) all applicable Federal Law, Statutes and Regulations, (d) all applicable provisions of HUD Handbooks; and (e) New Jersey State Law including preparation of a synopsis of the audit for publication; and (f) New Jersey Administrative Code 5:31.7.
15. Additional Services - The contractor will provide to the Public Housing Agency guidance and advice on accounting and financial matters if requested by the Public Housing Agency, provided however, that the contractor should first receive from the Public Housing Agency written approval prior to commencement of the services.

The Contractor shall be paid, in addition to the compensation as set forth in Paragraph 7 of this agreement, at a rate of \$180 per hour for the additional services to be performed by the lead Auditor, Anthony G. Polcari, CPA.

IN WITNESS WHEREOF; the Authority and the Auditor have hereunto set their hands and the seal of the Authority this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Polcari & Co. CPA's

Bayonne Housing Authority

BY: Polcari & Co. CPAs 1-3-22  
(Name) (Date)

BY: \_\_\_\_\_  
(Name) (Date)