**State Filing Year** **2017**

**Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31. 2017**

| | Start Year | | End Year |
|---|---|---|---|
| Fiscal Year | 2017 | – | 2017 |

RECEIVED
OCT 11 2016
LOCAL GOVT SERVICES

# *Authority Budget of:*

# *Hightstown Housing Authority*

***For the Period:***

***January 1, 2017 to December 31, 2017***

ADOPTED COPY

**Hightstownhousing.org**
**Authority Web Address**

Department Of Community Affairs

APPROVED COPY
LOCAL GOVT SERVICES
DEC 23 A 11:03
RECEIVED

# *Division of Local Government Services*

# 2017 HOUSING AUTHORITY BUDGET

## Certification Section

# 2017

# HIGHTSTOWN

# HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017**

***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: Paul D. Cwert CPA, RMA Date: 12/8/2016

## 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: Paul D Cwert CPA, RMA Date: 12/23/2016

# 2017 PREPARER'S CERTIFICATION

# HIGHTSTOWN

# HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: January 1, 2017 **TO:** December 31, 2017

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: | Peter J Polcari CPA | | |
| Name: | Peter J. Polcari, CPA | | |
| Title: | Fee Accountant | | |
| Address: | 216 Sollas Court, Ridgewood, NJ 07450 | | |
| Phone Number: | 201-650-0618 | Fax Number: | 973-831-6972 |
| E-mail address | Polcarifamily@aol.com | | |

# 2017 APPROVAL CERTIFICATION

# HIGHTSTOWN

# HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

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 Hightstown Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 21st day of September, 2016.

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: | Allen K. Le Prevost | | |
| Title: | Executive Director | | |
| Address: | 131 Rogers Avenue. Hightstown, NJ 08520 | | |
| Phone Number: | 609-448-2268 | Fax Number: | 609-426-9440 |
| E-mail address | Kleprevost@hightstownhousing.org | | |

# INTERNET WEBSITE CERTIFICATION

| **Authority's Web Address:** | Hightstownhousing.org |
|---|---|

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.

- ☐X A description of the Authority's mission and responsibilities
- ☐X Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☐X The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☐X Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- ☐X 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
- ☐X 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
- ☐X 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
- ☐X 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
- ☐X 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 — Allen K. LePrevost

Title of Officer Certifying compliance — Executive Director

Signature

# 2017 HOUSING AUTHORITY BUDGET RESOLUTION
# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the Hightstown Housing Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of September 21, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of $ 851,145, Total Appropriations, including any Accumulated Deficit if any, of $ 833,050 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of $132,450 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 Hightstown Housing Authority, at an open public meeting held on September 21, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 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 Hightstown Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 21, 2016.

(Secretary's Signature) September 21, 2016 (Date)

| Governing Body Member: | Recorded Vote Aye | Nay | Abstain | Absent |
|---|---|---|---|---|
| James M Eufemia | ✓ | | | ✓ |
| Carole E. Nelson | | | | |
| Christopher Moraitis | ✓ | | | |
| Pascale Duvert-Emmanuel | ✓ | | | |
| Brent Rivenburgh | ✓ | | | |
| Yolanda Swiney | ✓ | | | |
| Esther Velazquez | ✓ | | | |

# 2017 ADOPTION CERTIFICATION

# HIGHTSTOWN

# HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** **FROM:** January 1, 2017 **TO:** December 31, 2017

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 Hightstown Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 21st day of, December, 2016.

| | | | |
|---|---|---|---|
| Officer's Signature: | 12/21/16 | | |
| Name: | Allen K. LePrevost | | |
| Title: | Executive Director | | |
| Address: | 131 Rogers Avenue, Hightstown, NJ 08520 | | |
| Phone Number: | 609-448-2268 | Fax Number: | 609-426-9440 |
| E-mail address | Kleprevost@hightstownhousing.org | | |

# 2017 ADOPTED BUDGET RESOLUTION

# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2016 **TO:** December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of December 21, 2016; 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 $ 851,145, Total Appropriations, including any Accumulated Deficit, if any, of $833,050 and Total Unrestricted Net Position utilized of $-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of $132,450 and Total Unrestricted Net Position planned to be utilized of $-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Hightstown Housing Authority, at an open public meeting held on December 21, 2016 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning, January 1, 2017 and, ending, December 31, 2017 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) December 21, 2016 (Date)

| Governing Body Member: | Recorded Vote Aye | Nay | Abstain | Absent |
|---|---|---|---|---|
| James M. Eufemia | | | | A |
| Carole E. Nelson | | | | A |
| Christopher Moraitis | ✓ | | | |
| Pascale Duvert-Emmanuel | ✓ | | | |
| Brent Rivenburgh | ✓ | | | |
| Yolanda Swiney | ✓ | | | |
| Esther Velazquez | ✓ | | | |

# 2017 HOUSING AUTHORITY BUDGET

## Narrative and Information Section

# ANALYSIS
# HIGHTSTOWN HOUSING

# AUTHORITY BUDGET

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

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

**1.** Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% **(As shown on budget page F-4 explain the reason for changes for each <u>appropriation</u> changing more than 10%)** for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

The proposed 2017 Budget is consistent with the 2016 Adopted Budget for the most part. With regard to expenses, the largest changes are due to the fact that the Authority is budgeting to make a part time position a full time position in 2017. Salaries and benefits for maintenance and utility categories are increasing as the Authority is budgeting for a full time maintenance worker who has been budgeted for as a part time employee in the past. The salary will be allocated between maintenance labor and utility labor so both of those line items will be rising. With the position being converted to a full time position, fringe benefits will be offered to the employee and are expected to be significant. The change will mean that two employees will have single health coverage in 2017 while there was only one employee with single coverage in the past. Fringe benefits are also expected to rise for the administrative staff as the health care and pension costs offered through NJ PERS continue to increase. Finally the HA is not budgeting for extraordinary maintenance in 2017 as it is expecting to do renovations through its capital fund program.

**2.** Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% **(As shown on budget page F-2 explain reason for change for each <u>revenue</u> changing more than 10%)** from the current year adopted budget.

The proposed 2017 Budget is consistent with the 2016 Adopted Budget for the most part. Certain line items have variances as follows. On the revenue side, rental income has increased as the tenant population has slightly higher incomes. The PHA charges rent based on 30% of the tenant's income. In addition, tenants will be paying for extra air conditioners, etc. in their apartments for the entire time they are operational. Late charges and maintenance charges have remained low due to stricter collection enforcement by the HA staff.

# ANALYSIS
# HIGHTSTOWN HOUSING

# AUTHORITY BUDGET

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

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

The local and regional economy is stable. The economy does not have a significant impact on the proposed annual budget because government subsidies would offset any potential decrease in rent.

**4.** Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A - Fund balances will increase as a result of the 2017 proposed budget.

**5.** Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A – No sources of funds will be transferred.

**6.** The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

The December 31, 2015 audit report reflects a deficit of $44,652 in Unrestricted Net Assets. This deficit is strictly the result of the Housing Authority implementing GASB 68 for Unfunded Pension Liabilities. These liabilities will be paid out over a long period of time and will require additional funding from HUD or some other source in order to make the payments.

# HOUSING AUTHORITY CONTACT INFORMATION
# 2017

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

| | | | | |
|---|---|---|---|---|
| **Name of Authority:** | Hightstown Housing Authority | | | |
| **Federal ID Number:** | 22-6007435 | | | |
| Address: | 131 Rogers Avenue | | | |
| City, State, Zip: | Hightstown | | NJ | 08520 |
| Phone: (ext.) | 609-448-2268 | Fax: | 609-426-9440 | |

| | | | | |
|---|---|---|---|---|
| **Preparer's Name:** | Peter J. Polcari, CPA | | | |
| Preparer's Address: | 216 Sollas Court | | | |
| City, State, Zip: | Ridgewood | | NJ | 07450 |
| Phone: (ext.) | 201-650-0618 | Fax: | 973-831-6972 | |
| E-mail: | Polcarifamily@aol.com | | | |

| | | | |
|---|---|---|---|
| **Chief Executive Officer:** | Allen K. LePrevost | | |
| Phone: (ext.) | 609-448-2268 | Fax: | 609-426-9440 |
| E-mail: | Kleprevost@hightstownhousing.org | | |

| | | | |
|---|---|---|---|
| **Chief Financial Officer:** | Allen K. LePrevost | | |
| Phone: (ext.) | 609-448-2268 | Fax: | 609-426-9440 |
| E-mail: | Kleprevost@hightstownhousing.org | | |

| | | | | |
|---|---|---|---|---|
| **Name of Auditor:** | Anthony Giampaolo, CPA | | | |
| Name of Firm: | Hymanson, Parnes,& Giampaolo | | | |
| Address: | 467 Middletown-Lincroft Road | | | |
| City, State, Zip: | Lincroft | | NJ | 07738 |
| Phone: (ext.) | 732-842-4550 | Fax: | 732-842-4551 | |
| E-mail: | tony@hpgnj.com | | | |

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December31, 2017

Answer all questions below completely and attach additional information as required.

1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 6
2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: $225,248
3) Provide the number of regular voting members of the governing body: 7
4) Provide the number of alternate voting members of the governing body: -0-
5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at http://fds.state.nj.us/njdca_prod/fdssearch.aspx before answering)** YES If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
8) Was the Authority a party to a business transaction with one of the following parties:
   a. A current or former commissioner, officer, key employee, or highest compensated employee? NO
   b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
   c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NO

   *If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authorities procedures for all employees.***

Salaries are arrived at based on a salary study and annual reviews done by commissioners or executive director. In the case of the Executive Director, a salary contract is then entered into.

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December31, 2017

11) Did the Authority pay for meals or catering during the current fiscal year? YES. Annual reorganization board meeting meals were $605. For reimbursement of meals while traveling, policy indicates a reimbursement of up to $75/day for receipts presented. Last year $501 was paid for meals away from home while attending PHADA and IREM conferences. *If "yes," attach a **detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.***
12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? YES. The HA only paid for travel related to the Executive Director attending national housing conferences and seminars. Ground transportation, mileage, and hotels amounted to $1,681 while air travel was $381. *If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed.*
13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
    a. First class or charter travel NO
    b. Travel for companions NO
    c. Tax indemnification and gross-up payments NO
    d. Discretionary spending account NO
    e. Housing allowance or residence for personal use NO
    f. Payments for business use of personal residence NO
    g. Vehicle/auto allowance or vehicle for personal use NO
    h. Health or social club dues or initiation fees NO
    i. Personal services (i.e.: maid, chauffeur, chef) NO

    *If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? YES *If **"no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)***
15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? NO *If "yes," attach explanation including amount paid.*
16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A - No Debt If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December31, 2017

18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? NO If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? NO If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

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

1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
3) List all of the Authority's former officers, key employees and highest compensated employees who received more than $100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
4) List all of the Authority's former commissioners who received more than $10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

a) The individual received reportable compensation from the authority and all other public entities in excess of $150,000 for the most recent fiscal year completed; and

b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

## Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

| | Name | Title | Average Hours per Week Dedicated to Position | Position: Commissioner | Position: Officer | Position: Key Employee | Position: Highest Compensated Employee | Position: Former | Reportable Compensation from Authority (W-2/ 1099): Base Salary/ Stipend | Bonus | Other (auto allowance, expense account, payment in lieu of health benefits, etc.) | Estimated amount of other compensation from the Authority (health benefits, pension, etc.) | Total Compensation from Authority | Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below | Positions held at Other Public Entities Listed in Column O | Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O | Reportable Compensation from Other Public Entities (W-2/ 1099) | Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.) | Total Compensation All Public Entities |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | James Eufemia | Chairperson | 2 | X | | | | | $ - | $ - | $ - | $ - | $ - | None | N/A | N/A | $ - | $ - | $ - |
| 2 | Carole E. Nelson | Vice-Chairperson | 2 | X | | | | | 0 | 0 | 0 | 0 | 0 | None | N/A | N/A | 0 | 0 | 0 |
| 3 | Christopher Moraitis | | 2 | X | | | | | 0 | 0 | 0 | 0 | 0 | None | N/A | N/A | 0 | 0 | 0 |
| 4 | P. Duvert-Emmanuel | | 2 | X | | | | | 0 | 0 | 0 | 0 | 0 | None | N/A | N/A | 0 | 0 | 0 |
| 5 | Brent Rivenburgh | | 2 | X | | | | | 0 | 0 | 0 | 0 | 0 | None | N/A | N/A | 0 | 0 | 0 |
| 6 | Yolanda Swiney | | 2 | X | | | | | 0 | 0 | 0 | 0 | 0 | None | N/A | N/A | 0 | 0 | 0 |
| 7 | Esther Velazquez | | 2 | X | | | | | 0 | 0 | 0 | 0 | 0 | None | N/A | N/A | 0 | 0 | 0 |
| 8 | Allen K. Leprevost | Executive Director | 40 | | | X | | | 96,472 | 0 | 0 | 44,118 | 140,590 | None | N/A | N/A | 0 | 0 | 140,590 |
| 9 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 10 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 11 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 12 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 13 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 14 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 15 | | | | | | | | | | | | | 0 | | | | | | 0 |
| | Total: | | | | | | | | $ 96,472 | $ - | $ - | $ 44,118 | $ 140,590 | | | | $ - | $ - | $ 140,590 |

*(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity*

# Schedule of Health Benefits - Detailed Cost Analysis

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

| | # of Covered Members (Medical & Rx) Proposed Budget | Annual Cost Estimate per Employee Proposed Budget | Total Cost Estimate Proposed Budget | # of Covered Members (Medical & Rx) Current Year | Annual Cost per Employee Current Year | Total Prior Year Cost | $ Increase (Decrease) | % Increase (Decrease) |
|---|---|---|---|---|---|---|---|---|
| **Active Employees - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | 2 | $ 12,291 | $ 24,582 | 1 | $ 11,869 | $ 11,869 | $ 12,713 | 107.1% |
| Parent & Child | 0 | - | - | 0 | - | - | - | #DIV/0! |
| Employee & Spouse (or Partner) | 1 | 24,583 | 24,583 | 1 | 23,739 | 23,739 | 844 | 3.6% |
| Family | 0 | - | - | 0 | - | - | - | #DIV/0! |
| Employee Cost Sharing Contribution (enter as negative - ) | | | (2,458) | | | (633) | (1,825) | 288.3% |
| Subtotal | 3 | | 46,707 | 2 | | 34,975 | 11,732 | 33.5% |
| **Commissioners - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | 0 | | - | 0 | | - | - | #DIV/0! |
| Parent & Child | 0 | | - | 0 | | - | - | #DIV/0! |
| Employee & Spouse (or Partner) | 0 | | - | 0 | | - | - | #DIV/0! |
| Family | 0 | | - | 0 | | - | - | #DIV/0! |
| Employee Cost Sharing Contribution (enter as negative - ) | | | - | | | - | - | #DIV/0! |
| Subtotal | 0 | | - | 0 | | - | - | #DIV/0! |
| **Retirees - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | 0 | | - | 0 | | - | - | #DIV/0! |
| Parent & Child | 0 | | - | 0 | | - | - | #DIV/0! |
| Employee & Spouse (or Partner) | 0 | | - | 0 | | - | - | #DIV/0! |
| Family | 0 | | - | 0 | | - | - | #DIV/0! |
| Employee Cost Sharing Contribution (enter as negative - ) | | | - | | | - | - | #DIV/0! |
| Subtotal | 0 | | - | 0 | | - | - | #DIV/0! |
| **GRAND TOTAL** | 3 | | $ 46,707 | 2 | | $ 34,975 | $ 11,732 | 33.5% |

**Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)** YES Yes or No

**Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)** YES Yes or No

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

# Schedule of Accumulated Liability for Compensated Absences

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

***Complete the below table for the Authority's accrued liability for compensated absences.***

| Individuals Eligible for Benefit | Gross Days of Accumulated Compensated Absences at beginning of Current Year | Dollar Value of Accrued Compensated Absence Liability | *Legal Basis for Benefit (check applicable items)* Approved Labor Agreement | Resolution | Individual Employment Agreement |
|---|---|---|---|---|---|
| Allen K. LePrevost | 30 | $ 11,348 | | X | |
| Sherry Cavanaugh | 30 | 5,752 | | X | |
| Charlie Schilling | 30 | 3,569 | | X | |
| FICA Expense for Above | | 1,581 | | X | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Total liability for accumulated compensated absences at beginning of current year** $ 22,250

**The total Amount Should agree to most recently issued audit report for the Authority**

# Schedule of Shared Service Agreements

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

***Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.***

| Name of Entity Providing Service | Name of Entity Receiving Service | Type of Shared Service Provided | Comments (Enter more specifics if needed) | Agreement Effective Date | Agreement End Date | Amount to be Received by/ Paid from Authority |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**If No Shared Services X this Box** X

# 2017 HOUSING AUTHORITY BUDGET

## Financial Schedules Section

# SUMMARY

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

| | FY 2017 Proposed Budget | | | | | FY 2016 Adopted Budget | $ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted |
|---|---|---|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations | Total All Operations | All Operations | All Operations |
| **REVENUES** | | | | | | | | |
| Total Operating Revenues | $ 844,425 | $ - | $ - | $ - | $ 844,425 | $ 827,601 | $ 16,824 | 2.0% |
| Total Non-Operating Revenues | 6,720 | - | - | - | 6,720 | 6,540 | 180 | 2.8% |
| Total Anticipated Revenues | 851,145 | - | - | - | 851,145 | 834,141 | 17,004 | 2.0% |
| **APPROPRIATIONS** | | | | | | | | |
| Total Administration | 325,607 | - | - | - | 325,607 | 309,687 | 15,920 | 5.1% |
| Total Cost of Providing Services | 507,443 | - | - | - | 507,443 | 519,885 | (12,442) | -2.4% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | - | - | - | #DIV/0! |
| Total Operating Appropriations | 833,050 | - | - | - | 833,050 | 829,572 | 3,478 | 0.4% |
| Total Interest Payments on Debt | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | - | - | - | #DIV/0! |
| Total Other Non-Operating Appropriations | - | - | - | - | - | - | - | #DIV/0! |
| Total Non-Operating Appropriations | - | - | - | - | - | - | - | #DIV/0! |
| Accumulated Deficit | - | - | - | - | - | - | - | #DIV/0! |
| Total Appropriations and Accumulated Deficit | 833,050 | - | - | - | 833,050 | 829,572 | 3,478 | 0.4% |
| Less: Total Unrestricted Net Position Utilized | - | - | - | - | - | - | - | #DIV/0! |
| Net Total Appropriations | 833,050 | - | - | - | 833,050 | 829,572 | 3,478 | 0.4% |
| **ANTICIPATED SURPLUS (DEFICIT)** | $ 18,095 | $ - | $ - | $ - | $ 18,095 | $ 4,569 | $ 13,526 | 296.0% |

# Revenue Schedule

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

| | FY 2017 Proposed Budget | | | | | FY 2016 Adopted Budget | $ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted |
|---|---|---|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations | Total All Operations | All Operations | All Operations |
| **OPERATING REVENUES** | | | | | | | | |
| *Rental Fees* | | | | | | | | |
| Homebuyers' Monthly Payments | 0 | | | | $ - | $ - | $ - | #DIV/0! |
| Dwelling Rental | 546000 | | | | 546,000 | 529,500 | 16,500 | 3.1% |
| Excess Utilities | 9210 | | | | 9,210 | 9,210 | - | 0.0% |
| Non-Dwelling Rental | 0 | | | | - | - | - | #DIV/0! |
| HUD Operating Subsidy | 280000 | | | | 280,000 | 279,876 | 124 | 0.0% |
| New Construction - Acc Section 8 | 0 | | | | - | - | - | #DIV/0! |
| Voucher - Acc Housing Voucher | 0 | | | | - | - | - | #DIV/0! |
| Total Rental Fees | 835,210 | - | - | - | 835,210 | 818,586 | 16,624 | 2.0% |
| *Other Operating Revenues (List)* | | | | | | | | |
| Laundry Income | 7200 | | | | 7,200 | 7,000 | 200 | 2.9% |
| Late Fees & Maintenance Fees | 2015 | | | | 2,015 | 2,015 | - | 0.0% |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Type in (Grant, Other Rev) | 0 | | | | - | - | - | #DIV/0! |
| Total Other Revenue | 9,215 | - | - | - | 9,215 | 9,015 | 200 | 2.2% |
| Total Operating Revenues | 844,425 | - | - | - | 844,425 | 827,601 | 16,824 | 2.0% |
| **NON-OPERATING REVENUES** | | | | | | | | |
| *Other Non-Operating Revenues (List)* | | | | | | | | |
| Type in | - | | | | - | - | - | #DIV/0! |
| Type in | - | | | | - | - | - | #DIV/0! |
| Type in | - | | | | - | - | - | #DIV/0! |
| Type in | - | | | | - | - | - | #DIV/0! |
| Type in | - | | | | - | - | - | #DIV/0! |
| Type in | - | | | | - | - | - | #DIV/0! |
| Total Other Non-Operating Revenue | - | - | - | - | - | - | - | #DIV/0! |
| *Interest on Investments & Deposits (List)* | | | | | | | | |
| Interest Earned | 6,720 | | | | 6,720 | 6,540 | 180 | 2.8% |
| Penalties | - | | | | - | - | - | #DIV/0! |
| Other | - | | | | - | - | - | #DIV/0! |
| Total Interest | 6,720 | - | - | - | 6,720 | 6,540 | 180 | 2.8% |
| Total Non-Operating Revenues | 6,720 | - | - | - | 6,720 | 6,540 | 180 | 2.8% |
| **TOTAL ANTICIPATED REVENUES** | $ 851,145 | $ - | $ - | $ - | $ 851,145 | $ 834,141 | $ 17,004 | 2.0% |

# Prior Year Adopted Revenue Schedule

**Hightstown Housing Authority**

| | *FY 2016 Adopted Budget* | | | | |
|---|---|---|---|---|---|
| | **Public Housing Management** | **Section 8** | **Housing Voucher** | **Other Programs** | **Total All Operations** |
| **OPERATING REVENUES** | | | | | |
| *Rental Fees* | | | | | |
| Homebuyers' Monthly Payments | $ - | | | | $ - |
| Dwelling Rental | 529,500 | | | | 529,500 |
| Excess Utilities | 9,210 | | | | 9,210 |
| Non-Dwelling Rental | - | | | | - |
| HUD Operating Subsidy | 279,876 | | | | 279,876 |
| New Construction - Acc Section 8 | - | | | | - |
| Voucher - Acc Housing Voucher | - | | | | - |
| Total Rental Fees | 818,586 | - | - | - | 818,586 |
| *Other Revenue (List)* | | | | | |
| Laundry Income | 7000 | | | | 7,000 |
| Late Fees & Maintenance Fees | 2015 | | | | 2,015 |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | 0 | | | | - |
| Type in (Grant, Other Rev) | - | | | | - |
| Type in (Grant, Other Rev) | - | | | | - |
| Total Other Revenue | 9,015 | - | - | - | 9,015 |
| Total Operating Revenues | 827,601 | - | - | - | 827,601 |
| **NON-OPERATING REVENUES** | | | | | |
| *Other Non-Operating Revenues (List)* | | | | | |
| Type in | - | | | | - |
| Type in | - | | | | - |
| Type in | - | | | | - |
| Type in | - | | | | - |
| Type in | - | | | | - |
| Type in | - | | | | - |
| *Other Non-Operating Revenues* | - | - | - | - | - |
| *Interest on Investments & Deposits* | | | | | |
| Interest Earned | 6,540 | | | | 6,540 |
| Penalties | - | | | | - |
| Other | - | | | | - |
| Total Interest | 6,540 | - | - | - | 6,540 |
| Total Non-Operating Revenues | 6,540 | - | - | - | 6,540 |
| **TOTAL ANTICIPATED REVENUES** | $ 834,141 | $ - | $ - | $ - | $ 834,141 |

# Appropriations Schedule

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

| | FY 2017 Proposed Budget | | | | | FY 2016 Adopted Budget | $ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted |
|---|---|---|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations | Total All Operations | All Operations | All Operations |
| **OPERATING APPROPRIATIONS** | | | | | | | | |
| *Administration* | | | | | | | | |
| Salary & Wages | 165,450 | | | | $ 165,450 | $ 160,629 | $ 4,821 | 3.0% |
| Fringe Benefits | 71,572 | | | | 71,572 | 60,473 | 11,099 | 18.4% |
| Legal | 7,000 | | | | 7,000 | 7,000 | - | 0.0% |
| Staff Training | 4,800 | | | | 4,800 | 4,800 | - | 0.0% |
| Travel | 7,200 | | | | 7,200 | 7,200 | - | 0.0% |
| Accounting Fees | 28,560 | | | | 28,560 | 28,560 | - | 0.0% |
| Auditing Fees | 7,500 | | | | 7,500 | 7,500 | - | 0.0% |
| Miscellaneous Administration* | 33,525 | | | | 33,525 | 33,525 | - | 0.0% |
| Total Administration | 325,607 | - | - | - | 325,607 | 309,687 | 15,920 | 5.1% |
| *Cost of Providing Services* | | | | | | | | |
| Salary & Wages - Tenant Services | - | | | | - | - | - | #DIV/0! |
| Salary & Wages - Maintenance & Operation | 58,292 | | | | 58,292 | 46,807 | 11,485 | 24.5% |
| Salary & Wages - Protective Services | - | | | | - | - | - | #DIV/0! |
| Salary & Wages - Utility Labor | 19,431 | | | | 19,431 | 15,602 | 3,829 | 24.5% |
| Fringe Benefits | 33,682 | | | | 33,682 | 23,517 | 10,165 | 43.2% |
| Tenant Services | 7,500 | | | | 7,500 | 7,500 | - | 0.0% |
| Utilities | 211,700 | | | | 211,700 | 215,086 | (3,386) | -1.6% |
| Maintenance & Operation | 98,930 | | | | 98,930 | 97,071 | 1,859 | 1.9% |
| Protective Services | - | | | | - | - | - | #DIV/0! |
| Insurance | 44,000 | | | | 44,000 | 42,000 | 2,000 | 4.8% |
| Payment in Lieu of Taxes (PILOT) | 32,408 | | | | 32,408 | 30,802 | 1,606 | 5.2% |
| Terminal Leave Payments | - | | | | - | - | - | #DIV/0! |
| Collection Losses | 1,500 | | | | 1,500 | 1,500 | - | 0.0% |
| Other General Expense | - | | | | - | - | - | #DIV/0! |
| Rents | - | | | | - | - | - | #DIV/0! |
| Extraordinary Maintenance | - | | | | - | 40,000 | (40,000) | -100.0% |
| Replacement of Non-Expendible Equipment | - | | | | - | - | - | #DIV/0! |
| Property Betterment/Additions | - | | | | - | - | - | #DIV/0! |
| Miscellaneous COPS* | - | | | | - | - | - | #DIV/0! |
| Total Cost of Providing Services | 507,443 | - | - | - | 507,443 | 519,885 | (12,442) | -2.4% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | - | - | - | #DIV/0! |
| Total Operating Appropriations | 833,050 | - | - | - | 833,050 | 829,572 | 3,478 | 0.4% |
| **NON-OPERATING APPROPRIATIONS** | | | | | | | | |
| Total Interest Payments on Debt | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | - | - | - | #DIV/0! |
| Operations & Maintenance Reserve | - | | | | - | - | - | #DIV/0! |
| Renewal & Replacement Reserve | - | | | | - | - | - | #DIV/0! |
| Municipality/County Appropriation | - | | | | - | - | - | #DIV/0! |
| Other Reserves | - | | | | - | - | - | #DIV/0! |
| Total Non-Operating Appropriations | - | - | - | - | - | - | - | #DIV/0! |
| **TOTAL APPROPRIATIONS** | 833,050 | - | - | - | 833,050 | 829,572 | 3,478 | 0.4% |
| **ACCUMULATED DEFICIT** | - | | | | - | - | - | #DIV/0! |
| **TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT** | 833,050 | - | - | - | 833,050 | 829,572 | 3,478 | 0.4% |
| **UNRESTRICTED NET POSITION UTILIZED** | | | | | | | | |
| Municipality/County Appropriation | - | - | - | - | - | - | - | #DIV/0! |
| Other | - | | | | - | - | - | #DIV/0! |
| Total Unrestricted Net Position Utilized | - | - | - | - | - | - | - | #DIV/0! |
| **TOTAL NET APPROPRIATIONS** | $ 833,050 | $ - | $ - | $ - | $ 833,050 | $ 829,572 | $ 3,478 | 0.4% |

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

| | | | | | |
|---|---|---|---|---|---|
| 5% of Total Operating Appropriations | $ 41,652.50 | $ - | $ - | $ - | $ 41,652.50 |

# Prior Year Adopted Appropriations Schedule

**Hightstown Housing Authority**

| | *FY 2016 Adopted Budget* | | | | |
|---|---|---|---|---|---|
| | **Public Housing Management** | **Section 8** | **Housing Voucher** | **Other Programs** | **Total All Operations** |
| **OPERATING APPROPRIATIONS** | | | | | |
| *Administration* | | | | | |
| Salary & Wages | $ 160,629 | | | | $ 160,629 |
| Fringe Benefits | 60,473 | | | | 60,473 |
| Legal | 7,000 | | | | 7,000 |
| Staff Training | 4,800 | | | | 4,800 |
| Travel | 7,200 | | | | 7,200 |
| Accounting Fees | 28,560 | | | | 28,560 |
| Auditing Fees | 7,500 | | | | 7,500 |
| Miscellaneous Administration* | 33,525 | | | | 33,525 |
| Total Administration | 309,687 | - | - | - | 309,687 |
| *Cost of Providing Services* | | | | | |
| Salary & Wages - Tenant Services | - | | | | - |
| Salary & Wages - Maintenance & Operation | 46,807 | | | | 46,807 |
| Salary & Wages - Protective Services | - | | | | - |
| Salary & Wages - Utility Labor | 15,602 | | | | 15,602 |
| Fringe Benefits | 23,517 | | | | 23,517 |
| Tenant Services | 7,500 | | | | 7,500 |
| Utilities | 215,086 | | | | 215,086 |
| Maintenance & Operation | 97,071 | | | | 97,071 |
| Protective Services | - | | | | - |
| Insurance | 42,000 | | | | 42,000 |
| Payment in Lieu of Taxes (PILOT) | 30,802 | | | | 30,802 |
| Terminal Leave Payments | - | | | | - |
| Collection Losses | 1,500 | | | | 1,500 |
| Other General Expense | - | | | | - |
| Rents | - | | | | - |
| Extraordinary Maintenance | 40,000 | | | | 40,000 |
| Replacement of Non-Expendible Equipment | - | | | | - |
| Property Betterment/Additions | - | | | | - |
| Miscellaneous COPS* | - | | | | - |
| Total Cost of Providing Services | 519,885 | - | - | - | 519,885 |
| Total Principal Payments on Debt Service in Lieu of Depreciation | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | - |
| Total Operating Appropriations | 829,572 | - | - | - | 829,572 |
| **NON-OPERATING APPROPRIATIONS** | | | | | |
| Total Interest Payments on Debt | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | - |
| Operations & Maintenance Reserve | - | | | | - |
| Renewal & Replacement Reserve | - | | | | - |
| Municipality/County Appropriation | - | | | | - |
| Other Reserves | - | | | | - |
| Total Non-Operating Appropriations | - | - | - | - | - |
| **TOTAL APPROPRIATIONS** | 829,572 | - | - | - | 829,572 |
| **ACCUMULATED DEFICIT** | - | | | | - |
| **TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT** | 829,572 | - | - | - | 829,572 |
| **UNRESTRICTED NET POSITION UTILIZED** | | | | | |
| Municipality/County Appropriation | - | - | - | - | - |
| Other | - | | | | - |
| Total Unrestricted Net Position Utilized | - | - | - | - | - |
| **TOTAL NET APPROPRIATIONS** | $ 829,572 | $ - | $ - | $ - | $ 829,572 |

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

| | | | | | |
|---|---|---|---|---|---|
| 5% of Total Operating Appropriations | $ 41,478.60 | $ - | $ - | $ - | $ 41,478.60 |

# Debt Service Schedule - Principal

**Hightstown Housing Authority**

**If Authority has no debt X this box** | X |

| | | *Fiscal Year Ending in* | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **Adopted Budget Year 2016** | **Proposed Budget Year 2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **Thereafter** | **Total Principal Outstanding** |
| Type in Issue Name | | | | | | | | | $ - |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| **TOTAL PRINCIPAL** | - | - | - | - | - | - | - | - | - |
| **LESS: HUD SUBSIDY** | | | | | | | | | - |
| **NET PRINCIPAL** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

*Indicate the Authority's most recent bond rating and the year of the rating by ratings service.*

| | ***Moody's*** | ***Fitch*** | ***Standard & Poors*** |
|---|---|---|---|
| Bond Rating | | | |
| Year of Last Rating | | | |

# Debt Service Schedule - Interest

**Hightstown Housing Authority**

**If Authority has no debt X this box** X

| | | *Fiscal Year Ending in* | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Adopted Budget Year 2016** | **Proposed Budget Year 2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **Thereafter** | **Total Interest Payments Outstanding** |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| **TOTAL INTEREST** | - | - | - | - | - | - | - | - | - |
| **LESS: HUD SUBSIDY** | | | | | | | | | - |
| **NET INTEREST** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

# Net Position Reconciliation

**Hightstown Housing Authority**
For the Period January 1, 2017 to December 31, 2017

## *FY 2017 Proposed Budget*

| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations |
|---|---|---|---|---|---|
| **TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)** | $ 1,764,905 | $ - | $ - | $ - | $ 1,764,905 |
| Less: Invested in Capital Assets, Net of Related Debt (1) | 1,809,557 | | | | 1,809,557 |
| Less: Restricted for Debt Service Reserve (1) | - | | | | - |
| Less: Other Restricted Net Position (1) | - | | | | - |
| Total Unrestricted Net Position (1) | (44,652) | - | - | - | (44,652) |
| Less: Designated for Non-Operating Improvements & Repairs | - | | | | - |
| Less: Designated for Rate Stabilization | - | | | | - |
| Less: Other Designated by Resolution | - | | | | - |
| Plus: Accrued Unfunded Pension Liability (1) | 556,806 | | | | 556,806 |
| Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1) | 82,316 | | | | 82,316 |
| Plus: Estimated Income (Loss) on Current Year Operations (2) | 4,569 | | | | 4,569 |
| Plus: Other Adjustments (attach schedule) | - | | | | - |
| **UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET** | 599,039 | - | - | - | 599,039 |
| Unrestricted Net Position Utilized to Balance Proposed Budget | - | - | - | - | - |
| Unrestricted Net Position Utilized in Proposed Capital Budget | - | - | - | - | - |
| Appropriation to Municipality/County (3) | - | - | - | - | - |
| Total Unrestricted Net Position Utilized in Proposed Budget | - | - | - | - | - |
| **PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)** | $ 599,039 | $ - | $ - | $ - | $ 599,039 |

*(1) Total of all operations for this line item must agree to audited financial statements.*
*(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.*
*(3) Amount may not exceed 5% of total operating appropriations. See calculation below.*

| | | | | | |
|---|---|---|---|---|---|
| Maximum Allowable Appropriation to Municipality/County | $ 41,653 | $ - | $ - | $ - | $ 41,653 |

*(4) If Authority is projecting a deficit for <u>any</u> operation at the end of the budget period, the Authority <u>must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit,</u> if not already detailed in the budget narrative section.*

# 2017

# HIGHTSTOWN HOUSING AUTHORITY CAPITAL BUDGET/ PROGRAM

# 2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

# HIGHTSTOWN HOUSING AUTHORITY

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

[ X ] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Hightstown Housing Authority, on the 21st day of September, 2016.

**OR**

[ ] It is hereby certified that the governing body of the _____ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

| | | | |
|---|---|---|---|
| Officer's Signature: | | | |
| Name: | Allen K. Le Prevost | | |
| Title: | Executive Director | | |
| Address: | 131 Rogers Avenue, Hightstown, NJ 08520 | | |
| Phone Number: | 609-448-2268 | Fax Number: | 609-426-9440 |
| E-mail address | Kleprevost@hightstownhousing.org | | |

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## Hightstown Housing Authority

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
   Yes, the Capital Budget is approved by the residents of the developments affected. It is also approved by HUD as Capital Fund Subsidies are provided to pay for such costs. The Borough has access to the documents upon request, is made aware of the meetings held, and advertises those meetings on its web site.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?
   Yes. Done in conjunction with HUD engineers and officials.

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?
   Yes, although HUD does not require a 10-20 year plan. The Executive Director does put together a long term plan for internal purposes.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.
   No – N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.
   The proposed capital projects will have no effect on rental income as all funding comes from the HUD Capital Fund Program. The Authority will not be using rental income to pay for the anticipated projects. The projects are, however, needed in order to continue to provide decent, safe, and affordable housing to the population it serves.

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

*Add additional sheets if necessary.*

# Proposed Capital Budget

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

| | Estimated Total Cost | Funding Sources: Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
|---|---|---|---|---|---|---|
| *Public Housing Management* | | | | | | |
| Boiler Plant (CFP 2015 & 2016) | $ 68,800 | | | | $ 68,800 | |
| Community Room (CFP 2015) | 8,000 | | | | 8,000 | |
| Site Improvements (CFP 2016) | 37,500 | | | | 37,500 | |
| New Roof, Façade Paint (CFP 2016) | 18,150 | | | | 18,150 | |
| Total | 132,450 | - | - | - | 132,450 | - |
| *Section 8* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Housing Voucher* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Other Programs* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| **TOTAL PROPOSED CAPITAL BUDGET** | $ 132,450 | $ - | $ - | $ - | $ 132,450 | $ - |

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

# 5 Year Capital Improvement Plan

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

| | Estimated Total Cost | Current Budget Year 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|---|---|---|---|---|---|---|
| | | *Fiscal Year Beginning in* | | | | | |
| *Public Housing Management* | | | | | | | |
| Boiler Plant (CFP 2015 & 2016) | $ 86,400 | $ 68,800 | $ 17,600 | | | | |
| Community Room (CFP 2015) | 16,000 | 8,000 | | 8,000 | | | |
| Site Improvements (CFP 2016) | 70,000 | 37,500 | 32,500 | | | | |
| New Roof, Façade Paint (CFP 20 | 118,150 | 18,150 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Total | 290,550 | 132,450 | 70,100 | 28,000 | 20,000 | 20,000 | 20,000 |
| *Section 8* | | | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| *Housing Voucher* | | | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| *Other Programs* | | | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| **TOTAL** | $ 290,550 | $ 132,450 | $ 70,100 | $ 28,000 | $ 20,000 | $ 20,000 | $ 20,000 |

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

# 5 Year Capital Improvement Plan Funding Sources

**Hightstown Housing Authority**

For the Period January 1, 2017 to December 31, 2017

| | Estimated Total Cost | Funding Sources: Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Source |
|---|---|---|---|---|---|---|
| *Public Housing Management* | | | | | | |
| Boiler Plant (CFP 2015 & 2016) | $ 86,400 | | | | $ 86,400 | |
| Community Room (CFP 2015) | 16,000 | | | | 16,000 | |
| Site Improvements (CFP 2016) | 70,000 | | | | 70,000 | |
| New Roof, Façade Paint (CFP 2( | 118,150 | | | | 118,150 | |
| Total | 290,550 | - | - | - | 290,550 | - |
| *Section 8* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Housing Voucher* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Other Programs* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| **TOTAL** | $ 290,550 | $ - | $ - | $ - | $ 290,550 | $ - |
| Total 5 Year Plan per CB-4 | $ 290,550 | | | | | |
| Balance check | | - | | | | |

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

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