

Fiscal Year

Start Year  
2024

–

End Year  
2025

*Housing Authority Budget of:  
Hightstown Housing Authority*

State Filing Year

2025

*For the Period:*

*January 1, 2025*

*to*

*December 31, 2025*

Housing Authority Web Address



*Division of Local Government Services*

**2025 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2025**

Hightstown Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

**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: Christine Zapicchi Date: 1/21/2025

# 2025 PREPARER'S CERTIFICATION

Hightstown Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital 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 form, and content, the budget will permit the exercise of the comptroller function within the 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:	Polcarifamily@aol.com
Name:	Peter J. Polcari, CPA
Title:	Fee Accountant
Address:	216 Sollas court, Ridgewood, NJ 074550
Phone Number:	201-650-0618
Fax Number:	973-831-6972
E-mail Address:	Polcarifamily@aol.com

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address: \_\_\_\_\_

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities.
- The budgets for the current fiscal year and immediately preceding two prior years.
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority)*.
- The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying Compliance: Allen K. LePrevost  
Title of Officer Certifying Compliance: Executive Director  
Signature: kleprovost@hightstownhousing.org

# 2025 APPROVAL CERTIFICATION

Hightstown Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Hightstown Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on September 18, 2024.

It is further certified that the recorded vote appearing in the resolution represents not less than a of the full membership of the governing body thereof.

<b>Officer's Signature:</b>	kleprevost@hightstownhousing.org
<b>Name:</b>	Allen K. LePrevost
<b>Title:</b>	Executive Director
<b>Address:</b>	131 Rogers Avenue, Hightstown, NJ 18520
<b>Phone Number:</b>	609-448-2268
<b>Fax Number:</b>	609-426-9440
<b>E-mail Address:</b>	Kleprevost@hightstownhousing.org

# 2025 HOUSING AUTHORITY BUDGET RESOLUTION

Hightstown Housing Authority

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

WHEREAS, the Annual Budget for Hightstown Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of September 18, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,094,925.00, Total Appropriations including any Accumulated Deficit, if any, of \$1,081,759.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$367,567.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; 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 18, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025, 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 18, 2024.

kleprevost@hightstownhousing.org  
(Secretary's Signature)

9/18/2024  
(Date)

Governing Body Recorded Vote				
Member	Aye	Nay	Abstain	Absent
James M. Eufemia, Chair	X			
Brent Rivenburgh, Vice Chair	X			
Eva Teller	X			
Sean McDonnell	X			
Anne Studholme	X			
Jamecellah Lance				X

# 2025 ADOPTION CERTIFICATION

Hightstown Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Hightstown Housing Authority, pursuant to N.J.A.C 5:31-2.3, on January 15, 2025.

<b>Officer's Signature:</b>	Kleprevost@hightstownhousing.org		
<b>Name:</b>	Allen K. LePrevost		
<b>Title:</b>	Executive Director		
<b>Address:</b>	131 Rogers Avenue, Hightstown, NJ 18520		
<b>Phone Number:</b>	609-448-2268	<b>Fax:</b>	609-426-9440
<b>E-mail address:</b>	Kleprevost@hightstownhousing.org		



# 2025 ADOPTED BUDGET RESOLUTION

## Hightstown Housing Authority

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of January 15, 2025; 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 presented for adoption reflects Total Revenues of \$1,094,925.00, Total Appropriations, including any Accumulated Deficit, if any, of \$1,081,759.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$367,567.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hightstown Housing Authority at an open public meeting held on January 15, 2025 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 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.

kleprevost@hightstownhousing.org  
(Secretary's Signature)

1/15/2025  
(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
James M. Eufemia, Chair	X			
Brent Rivenburgh, Vice Chair	X			
Eva Teller	X			
Sean McDonnell			X	
Anne Studholme			X	
Meg Rosner	X			

**2025 HOUSING AUTHORITY BUDGET  
NARRATIVE AND INFORMATION SECTION**

# 2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Hightstown Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The proposed 2025 Budget is consistent with the 2024 Adopted budget for the most part. The Housing Authority continues its strong effort to control expenses while continuing to serve the residents of our community. The Housing Authority is budgeting for an increase in Late/Maintenance Fees and a decrease in Laundry Income based on current year actuals. Although the changes are small dollar amounts they are in excess of 10%. Interest income is also budgeted to increase due to the higher interest rates nationwide and a full year of invested funds at those rates. On the appropriations side, Staff Training is expected to decrease because the training involved with transitioning to a new software package is now complete. Auditing Fees are expected to increase based on the current year actual and recent trends. Maintenance Labor is expected to increase while Utility Labor is expected to decrease based on a change in the allocation of maintenance salaries. In addition, the HA will have a full year with an additional part time maintenance employee. Fringe benefits are also budgeted to increase based on the increase in salaries and the fact that one employee has gone from single coverage to parent and child coverage with regard to health benefits. Tenant Service Costs are budgeted to decrease slightly based on the current year actual costs. As mentioned above, the Housing Authority's prudent fiscal policies are once again allowing for the HA to budget for an increase in surplus.

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

The local economy has been affected by both the global pandemic and rising inflation. HUD has been instrumental in assisting the Authority to get through the economic downturn. HUD has provided additional funding to assist the HA and its' tenants and therefore, the HA has been able to budget for consistent operations. The Hightstown Housing Authority has had healthy reserves and is planning to maintain those reserves with the current budget.

3. 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.

The Housing Authority does not anticipate using Unrestricted Net Position during the upcoming year. Rather, the HA is budgeting to increase reserves by \$13,166.

# 2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Hightstown Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

4. Identify any sources of funds transferred to the County/Municipality as PILOT payments, or a shared service and explain the reason for the transfer. Housing Authorities cannot transfer Unrestricted Net Position.

No funds were transferred to the County or Municipality except for the normal operating PILOT payment funded by HUD. The PILOT payment made in 2024 was \$42,184.

5. The proposed budget must not reflect an anticipated deficit from 2024 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year 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.

The audit report for the year ended December 31, 2023 reflects a deficit of \$649,750 in Unrestricted Net Position. This is Strictly the result of the Housing Authority implementing GASB 68 and GASB 75 for Unfunded Pension Liabilities and Other Post Employment Benefits. The 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. In addition, the HA has had a steady stream of years where it has been able to put money into reserves at year end. Since this trend is expected to continue due to vigilant management, the HA should be able to reduce the deficit over time.

**(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.**

# HOUSING AUTHORITY CONTACT INFORMATION 2025

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

<b>Name of Authority:</b>	Hightstown Housing Authority		
<b>Federal ID Number:</b>	21-6007435		
<b>Address:</b>	131 Rogers Avenue		
<b>City, State, Zip:</b>	Hightstown	NJ	08520
<b>Phone: (ext.)</b>	609-448-2268	<b>Fax:</b>	609-426-9440

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

<b>Chief Executive Officer*</b>	Allen K. LePrevost		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	609-448-2268	<b>Fax:</b>	609-426-9440
<b>E-mail:</b>	kleprevost@hightstownhousing.org		

<b>Chief Financial Officer*</b>	Allen K. LePrevost		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	609-4448-2268	<b>Fax:</b>	609-426-9440
<b>E-mail:</b>	kleprevost@hightstownhousing.org		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Hightstown Housing Authority

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

6

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 297,376.00

3. Provide the number of regular voting members of the governing body:

7

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

*If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*

6. 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", provide 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.*

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract\*?

No

*\*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.*

*If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

8. 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 Authority's procedures for all individuals listed on Page N-4 (2 of 2).

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hightstown Housing Authority

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

9. Did the Authority pay for meals or catering during the current fiscal year? No  
*If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No  
*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

11. 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
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No
No
No
No
No
No
No
No
No
No

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

12. 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).*

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No  
*If "yes", provide explanation, including amount paid.*

14. Did the Authority make 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", provide explanation including amount paid.*

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No  
*If "yes", provide 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.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hightstown Housing Authority

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?  No

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

17. 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", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

18. 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.*



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hightstown Housing Authority

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

*Use the space below to provide clarification for any Questionnaire responses.*

Question 8: Salaries are arrived at based on a salary study and comparables at the time of hiring. Annual reviews are done by the Board for the Executive Director, and by the the Executive Director for staff members. In the case of the Executive Director, a contract is entered into.

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

**Hightstown Housing Authority**

**FISCAL YEAR: January 01, 2025 to December 31, 2025**

*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 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.
- 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 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 during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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

- a) The individual received reportable compensation from the authority and 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** (Use the most recent W-2 available): The aggregate compensation that is reported (or 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.

**Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)**  
 Hightstown Housing Authority  
 For the Period: January 01, 2025 to December 31, 2025

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
				Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)			
1 James M. Eufemia	Chairperson	2 X	Former Highest Compensated Key Employee Officer Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	
2 Brent Riverburgh	Vice-Chairperson	2 X		\$ -	\$ -	\$ -	\$ -	\$ -	
3 Anne Studholme	Commissioner	1 X		\$ -	\$ -	\$ -	\$ -	\$ -	
4 Jameelah Lance Butts	Commissioner	1 X		\$ -	\$ -	\$ -	\$ -	\$ -	
5 Sean Mc Donnell	Commissioner	1 X		\$ -	\$ -	\$ -	\$ -	\$ -	
6 Eva Teller	Commissioner	1 X		\$ -	\$ -	\$ -	\$ -	\$ -	
7 Allen K. Leprevost	Executive Director	40		\$ 115,865.00	\$ -	\$ -	\$ 64,762.00	\$ 180,627.00	
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
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23									
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28									
29									
30									
31									
32									
33									
34									
35									
<b>Total:</b>				\$ 115,865.00	\$ -	\$ -	\$ 64,762.00	\$ 180,627.00	



# Schedule of Health Benefits - Detailed Cost Analysis

Hightstown Housing Authority

For the Period: January 01, 2025 to December 31, 2025

If no health benefits, check this box:

	# 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 Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	2	17,671.00	35,342.00	3	14,916.00	44,748.00	(9,406.00)	-21.0%
Parent & Child	1	31,484.00	31,484.00				31,484.00	
Employee & Spouse (or Partner)	1	35,195.00	35,195.00	1	29,832.00	29,832.00	5,363.00	18.0%
Family			(12,335.00)			(5,909.00)	(6,426.00)	108.7%
Employee Cost Sharing Contribution (enter as negative - )	4		89,686.00	4		68,671.00	21,015.00	30.6%
Subtotal								
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative - )								
Subtotal								
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage								
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative - )								
Subtotal								
<b>GRAND TOTAL</b>	<b>4</b>		<b>89,686.00</b>	<b>4</b>		<b>68,671.00</b>	<b>21,015.00</b>	<b>30.6%</b>

Yes
Yes

Is medical coverage provided by the SHBP (Yes or No)?  
 Is prescription drug coverage provided by the SHBP (Yes or No)?





**Hightstown Housing Authority  
ACCUMULATED ABSENCE LIABILITY**

Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual)	Sick Time		Vacation Time		Compensatory Time		Personal Time		Gross Days of Accumulated Absence
	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	
<b>TOTALS (THIS PAGE ONLY)</b>	-	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-

N-6 (3) Accumulated Absence Liability





# Schedule of Shared Service Agreements

Hightstown Housing Authority

For the Period: January 01, 2025 to December 31, 2025

*If no shared services, check this box:*

*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
N/A - No Shared Service Agreements						

**2025 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Hightstown Housing Authority  
For the Period: January 01, 2025 to December 31, 2025

	<b>FY 2025 Proposed Budget</b>				<b>FY 2024 Adopted Budget</b>		<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	
<b>REVENUES</b>							
Total Operating Revenues	\$ 1,066,225	\$ -	\$ -	\$ -	\$ 1,066,225	\$ 1,018,160	\$ 48,065 4.7%
Total Non-Operating Revenues	28,700	-	-	28,700	7,125	21,575	302.8%
Total Anticipated Revenues	1,094,925	-	-	1,094,925	1,025,285	69,640	6.8%
<b>APPROPRIATIONS</b>							
Total Administration	466,502	-	-	466,502	436,307	30,195	6.9%
Total Cost of Providing Services	615,257	-	-	615,257	576,242	39,015	6.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	1,081,759	-	-	1,081,759	1,012,549	69,210	6.8%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,081,759	-	-	1,081,759	1,012,549	69,210	6.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,081,759	-	-	1,081,759	1,012,549	69,210	6.8%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 13,166	\$ -	\$ -	\$ 13,166	\$ 12,736	\$ 430	3.4%

# Revenue Schedule

Hightstown Housing Authority  
For the Period: January 01, 2025 to December 31, 2025

	<b>FY 2025 Proposed Budget</b>				<b>FY 2024 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments	\$ -				\$ -	\$ -	#DIV/0!	
Dwelling Rental	690,000				690,000	650,400	39,600	6.1%
Excess Utilities	9,210				9,210	9,210	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	342,600				342,600	333,500	9,100	2.7%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
Total Rental Fees	1,041,810				1,041,810	993,110	48,700	4.9%
<i>Other Operating Revenues (List)</i>								
Laundry Income					9,280	10,720	(1,440)	-13.4%
Late Fees and Maintenance Fees					5,300	4,130	1,170	28.3%
Capital Funds Used for Operations					9,835	10,200	(365)	-3.6%
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
Total Other Revenue	24,415				24,415	25,050	(635)	-2.5%
Total Operating Revenues	1,066,225				1,066,225	1,018,160	48,065	4.7%
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
								#DIV/0!
								#DIV/0!
								#DIV/0!
								#DIV/0!
								#DIV/0!
								#DIV/0!
Total Other Non-Operating Revenue								#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	28,700				28,700	7,125	21,575	302.8%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	28,700				28,700	7,125	21,575	302.8%
Total Non-Operating Revenues	28,700				28,700	7,125	21,575	302.8%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 1,094,925</b>				<b>\$ 1,094,925</b>	<b>\$ 1,025,285</b>	<b>\$ 69,640</b>	<b>6.8%</b>

## Prior Year Adopted Revenue Schedule

### Hightstown Housing Authority

	<i>FY 2024 Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -				\$ -
Dwelling Rental	650,400				650,400
Excess Utilities	9,210				9,210
Non-Dwelling Rental	-				-
HUD Operating Subsidy	333,500				333,500
New Construction - Acc Section 8	-				-
Voucher - Acc Housing Voucher	-				-
Total Rental Fees	993,110	-	-	-	993,110
<i>Other Revenue (List)</i>					
Laundry Income	10,720				10,720
Late Fees and Maintenance Fees	4,130				4,130
Capital Funds Used for Operations	10,200				10,200
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Other Revenue	25,050	-	-	-	25,050
Total Operating Revenues	1,018,160	-	-	-	1,018,160
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
					-
					-
					-
					-
					-
					-
					-
<i>Other Non-Operating Revenues</i>					-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	7,125				7,125
Penalties	-				-
Other	-				-
Total Interest	7,125	-	-	-	7,125
Total Non-Operating Revenues	7,125	-	-	-	7,125
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 1,025,285</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,025,285</b>

# Appropriations Schedule

Hightstown Housing Authority  
For the Period: January 01, 2025 to December 31, 2025

	<b>FY 2025 Proposed Budget</b>				<b>FY 2024 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	
					Total All Operations	All Operations	All Operations	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	240,527				\$ 240,527	\$ 225,475	\$ 15,052	6.7%
Fringe Benefits	115,015				115,015	105,247	9,768	9.3%
Legal	8,500				8,500	8,000	500	6.3%
Staff Training	3,000				3,000	2,000	1,000	50.0%
Travel	7,200				7,200	7,200	-	0.0%
Accounting Fees	35,160				35,160	34,140	1,020	3.0%
Auditing Fees	9,825				9,825	8,910	915	10.3%
Miscellaneous Administration*	47,275				47,275	45,335	1,940	4.3%
Total Administration	466,502				466,502	436,307	30,195	6.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	87,920				87,920	64,800	23,120	35.7%
Salary & Wages - Protective Services	-				-	-	-	#DIV/0!
Salary & Wages - Utility Labor	14,573				14,573	19,770	(5,197)	-26.3%
Fringe Benefits	49,293				49,293	40,930	8,363	20.4%
Tenant Services	3,000				3,000	5,000	(2,000)	-40.0%
Utilities	232,936				232,936	220,470	12,466	5.7%
Maintenance & Operation	114,395				114,395	119,850	(5,455)	-4.6%
Protective Services	-				-	-	-	#DIV/0!
Insurance	66,470				66,470	61,985	4,485	7.2%
Payment in Lieu of Taxes (PILOT)	45,170				45,170	41,937	3,233	7.7%
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	-				-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-				-	-	-	#DIV/0!
Property Betterment/Additions	-				-	-	-	#DIV/0!
Miscellaneous COPS*	-				-	-	-	#DIV/0!
Total Cost of Providing Services	615,257				615,257	576,242	39,015	6.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,081,759				1,081,759	1,012,549	69,210	6.8%
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#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	1,081,759				1,081,759	1,012,549	69,210	6.8%
<b>TOTAL APPROPRIATIONS</b>	1,081,759				1,081,759	1,012,549	69,210	#DIV/0!
<b>ACCUMULATED DEFICIT</b>					-	-	-	
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,081,759				1,081,759	1,012,549	69,210	6.8%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other	-				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-				-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 1,081,759	\$ -	\$ -	\$ -	\$ 1,081,759	\$ 1,012,549	\$ 69,210	6.8%

\* 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      \$ 54,087.95      \$ -      \$ -      \$ -      \$ 54,087.95









# Prior Year Adopted Appropriations Schedule

## Hightstown Housing Authority

### FY 2024 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 225,475				\$ 225,475
Fringe Benefits	105,247				105,247
Legal	8,000				8,000
Staff Training	2,000				2,000
Travel	7,200				7,200
Accounting Fees	34,140				34,140
Auditing Fees	8,910				8,910
Miscellaneous Administration*	45,335				45,335
Total Administration	436,307				436,307
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-				64,800
Salary & Wages - Maintenance & Operation	64,800				-
Salary & Wages - Protective Services	-				19,770
Salary & Wages - Utility Labor	19,770				40,930
Fringe Benefits	40,930				5,000
Tenant Services	5,000				220,470
Utilities	220,470				119,850
Maintenance & Operation	119,850				-
Protective Services	-				61,985
Insurance	61,985				41,937
Payment in Lieu of Taxes (PILOT)	41,937				-
Terminal Leave Payments	-				1,500
Collection Losses	1,500				-
Other General Expense	-				-
Rents	-				-
Extraordinary Maintenance	-				-
Replacement of Non-Expendible Equipment	-				-
Property Betterment/Additions	-				-
Miscellaneous COPS*	-				576,242
Total Cost of Providing Services	576,242				576,242
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	1,012,549				1,012,549
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					1,012,549
<b>TOTAL APPROPRIATIONS</b>	1,012,549				-
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,012,549				1,012,549
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 1,012,549	\$ -	\$ -	\$ -	\$ 1,012,549

\* 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	\$ 50,627.45	\$ -	\$ -	\$ -	\$ 50,627.45
--------------------------------------	--------------	------	------	------	--------------







# Debt Service Schedule - Principal

Hightstown Housing Authority

If authority has no debt check this box:

Fiscal Year Ending in

	Date of Local Finance Board Approval	2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Total Principal Outstanding
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>										
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		

If no rating, type "Not Applicable".

# Debt Service Schedule - Interest

Hightstown Housing Authority

If authority has no debt check this box:

		<i>Fiscal Year Ending in</i>								
		2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Total Interest Payments Outstanding
TOTAL INTEREST		-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY		-	-	-	-	-	-	-	-	-
NET INTEREST		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# Net Position Reconciliation

Hightstown Housing Authority

For the Period: January 01, 2025 to December 31, 2025

## FY 2025 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 1,838,023.00	\$ -	\$ -	\$ -	\$ 1,838,023
	2,487,773				2,487,773
	(649,750)				(649,750)
	403,980				403,980
	785,244				785,244
	12,736				12,736
	552,210				552,210
	\$ 552,210	\$ -	\$ -	\$ -	\$ 552,210

**TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)**  
 Less: Invested in Capital Assets, Net of Related Debt (1)  
 Less: Restricted for Debt Service Reserve (1)  
 Less: Other Restricted Net Position (1)  
 Total Unrestricted Net Position (1)  
 Less: Designated for Non-Operating Improvements & Repairs  
 Less: Designated for Rate Stabilization  
 Less: Other Designated by Resolution  
 Plus: Accrued Unfunded Pension Liability (1)  
 Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)  
 Plus: Estimated Income (Loss) on Current Year Operations (2)  
 Plus: Other Adjustments (attach schedule)

**UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET**  
 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)**

- (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 \$ 54,088 \$ - \$ - \$ - \$ 54,088
- (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

**2025**

**Hightstown Housing Authority**  
(Housing Authority Name)

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**2025 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2025 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Hightstown Housing Authority**

(Housing Authority Name)

**Fiscal Year: January 01, 2025 to December 31, 2025**

*Place an "X" in the box for the applicable statement below:*

- It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Hightstown Housing Authority, on September 18, 2024.
- It is hereby certified that the governing body of the Hightstown Housing Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Hightstown Housing Authority, for the following reason(s):

<b>Officer's Signature:</b>	Kleprevost@hightstownhousing.org
<b>Name:</b>	Allen K. LePrevost
<b>Title:</b>	Executive Director
<b>Address:</b>	131 Rogers Avenue, Hightstown, NJ 18520
<b>Phone Number:</b>	609-448-2268
<b>Fax Number:</b>	609-426-9440
<b>E-mail Address:</b>	Kleprevost@hightstownhousing.org

# 2025 CAPITAL BUDGET/PROGRAM MESSAGE

Hightstown Housing Authority

**Fiscal Year: January 01, 2025 to December 31, 2025**

*Answer all questions below using the space provided.*

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 fund. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for the 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 each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (this may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these projects?

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?

3. Has a long-term (5 years or more) infrastructure needs and other capital items (vehicles, equipment) needs assessment been prepared?

4. If amounts are on Page CB-3 in the column "Debt Authorizations", indicate the primary source of funding the debt service for the Debt Authorizations (example - HUD).

N/A - The HA does not carry any debt and has no plans to issue debt to fund capital projects.

5. Have the current capital projects been reviewed and approved by HUD?

*Provide additional documentation as necessary.*

# Proposed Capital Budget

Hightstown Housing Authority  
For the Period: January 01, 2025 to December 31, 2025

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Asphalt, Landscape, & Drainage	\$ 23,335				\$ 23,335	
Plumbing/Piping Mechanical	277,398				277,398	
Kitchen Renovations/Appliances	16,824				16,824	
Firewall, Drywall, & Doors	50,010				50,010	
<b>Total</b>	<b>367,567</b>				<b>367,567</b>	
<i>Section 8</i>						
	-					
	-					
	-					
<b>Total</b>	<b>-</b>					
<i>Housing Voucher</i>						
	-					
	-					
	-					
<b>Total</b>	<b>-</b>					
<i>Other Programs</i>						
	-					
	-					
	-					
<b>Total</b>	<b>-</b>					
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 367,567</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 367,567</b>	<b>\$ -</b>

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 01, 2025 to December 31, 2025

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2025	2026	2027	2028	2029	2030
<i>Public Housing Management</i>							
Asphalt, Landscape, & Drainage	\$ 23,335	\$ 23,335					
Plumbing/Piping Mechanical	1,277,398	277,398	400,000	400,000	200,000		
Kitchen Renovations/Appliances	82,834	16,824	4,000	4,000	50,010	4,000	4,000
Firewall, Drywall, & Doors	50,010	50,010					
Total	1,433,577	367,567	404,000	404,000	250,010	4,000	4,000
<i>Section 8</i>							
	-	-					
Total	-	-					
<i>Housing Voucher</i>							
	-	-					
Total	-	-					
<i>Other Programs</i>							
	-	-					
Total	-	-					
<b>TOTAL</b>	<b>\$ 1,433,577</b>	<b>\$ 367,567</b>	<b>\$ 404,000</b>	<b>\$ 404,000</b>	<b>\$ 250,010</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>

*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 01, 2025 to December 31, 2025

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Asphalt, Landscape, & Drainage	\$ 23,335			\$ 23,335	
Plumbing/Piping Mechanical	1,277,398			1,277,398	
Kitchen Renovations/Appliance	82,834			82,834	
Firewall, Drywall, & Doors	50,010			50,010	
Total	1,433,577	-	-	1,433,577	-
<i>Section 8</i>					
	-				
	-				
	-				
	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
	-				
	-				
	-				
	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
	-				
	-				
	-				
	-				
Total	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,433,577</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,433,577</b>
Total 5 Year Plan per CB-4	<u>\$ 1,433,577</u>				
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.

Annual List of Change Orders Approved  
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: \_\_\_\_\_

Hightstown Housing Authority

Year Ending: \_\_\_\_\_

December

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regular please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

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For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here  and certify below.

9/18/2024

Date

kleprevost@hightstownhousing.org  
Clerk/Secretary to the Governing Body

**Appendix to Budget Document**