

2015/2016

HIGHLANDS

(name)

Housing Authority Budget

highlandshousingauthority.org

(Authority Web Address)

Department Of



Community
Affairs

Division of Local Government Services

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

**2015 HOUSING AUTHORITY BUDGET
TRANSMITTAL PACKAGE**

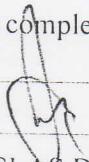
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803*. Also submit a pdf copy of the budget package to authoritiesunit@dca.state.nj.us with the name of the authority in the subject line. Check the box of each item to indicate that it is included in budget or has been completed.

2015 Housing Authority Budget Document

- 2 copies of the budget document
- Authority Name and Fiscal Year are filled in
- Signature blocks on Pages C-2, C-3, C-4 and C-6 are filled in along with title, address, e-mail address, phone number and fax number
- Resolution of the Authority Commissioners approving the introduced budget is enclosed with properly recorded vote
- Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
- Authority Budget Resolution is signed with original hand written signature
- Budget Narrative and Information Section is complete

Capital Budget (Page CB-1 through CB-5)

- Authority Name and Fiscal Year are filled in
- Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number
- Capital Budget message is complete

Official's Signature:			
Name:	DOUGLAS DZEMA		
Title:	EXECUTIVE DIRECTOR		
Address:	215 SHORE DRIVE HIGHLANDS, NJ 07732		
Phone Number:	732-872-2022	Fax Number:	732-291-8743
E-mail address:	hapadoug@aol.com		

2015/2016 HOUSING AUTHORITY BUDGET

Certification Section

2015/2016

HIGHLANDS

(Name)

HOUSING AUTHORITY BUDGET

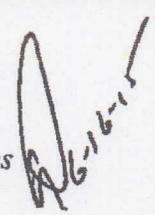
FISCAL YEAR: FROM JULY 1, 2015 TO JUNE 30, 2016

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:

C.M. Zappacosta

Date:

6/1/15

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:

Christie M. Zappacosta

Date:

7/13/15

2015/2016 PREPARER'S CERTIFICATION

HIGHLANDS

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2015 TO: 6-30-2016

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

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

Preparer's Signature:			
Name:	THOMAS FURLONG		
Title:	DIRECTOR OF FINANCIAL OPERATIONS		
Address:	881 AMBOY AVE., PO BOX 390 PERTH AMBOY, NJ 08862		
Phone Number:	732-826-3118	Fax Number:	732-826-3111
E-mail address	tom@perthamboyha.org		

2015/2016 APPROVAL CERTIFICATION

HIGHLANDS

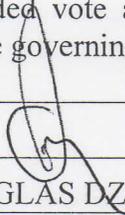
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2015 TO: 6-30-2016

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 HIGHLANDS Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 28th day of April, 2015.

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:	DOUGLAS DZEMA		
Title:	EXECUTIVE DIRECTOR		
Address:	215 SHORE DRIVE HIGHLANDS, NJ 07732		
Phone Number:	732-872-2022	Fax Number:	732-291-8743
E-mail address	hapadoug@aol.com		

INTERNET WEBSITE CERTIFICATION

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

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

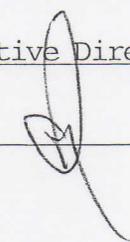
Name of Officer Certifying compliance

Douglas Dzema

Title of Officer Certifying compliance

Executive Director

Signature



2015/2016 HOUSING AUTHORITY BUDGET RESOLUTION HIGHLANDS

(Name)

FISCAL YEAR: FROM: 7-1-2015 TO: 6-30-2016

WHEREAS, the Annual Budget and Capital Budget for the HIGHLANDS Housing Authority for the fiscal year beginning, 7-1-2015 and ending, 6-30-2016 has been presented before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 4-28-2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 982,280, Total Appropriations, including any Accumulated Deficit if any, of \$ 913,030 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 55,821 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 HIGHLANDS Housing Authority, at an open public meeting held on 4-28-2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, 7-1-2015 and ending, 6-30-2016 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 HIGHLANDS Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 6-23-2015.

(Secretary's Signature)

4-28-15
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Gloria Miller, Chairperson				x
Dolores Francy, Commissioner	x			
IdaTkoch, Commissioner	x			
Mae Rugg, Commissioner	x			
Rebecca Kane, Commissioner	x			
Richard O'Neil, Commissioner				x
Ellen Williams, Commissioner	x			

2015/2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2015/2016 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS
HIGHLANDS**
(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2015 TO: 6-30-2016

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

1. Complete a brief statement on the 2015 proposed Annual Budget and make comparison to the 2014 adopted budget. Explain any variances over +/-10% for each line item. 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 the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority. Attached

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% from the current year adopted budget.

Rents are fixed by law so this budget will not impact charges to residents.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. None

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

5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?
Yes - Yes

6. The proposed budget must not reflect an anticipated deficit from 2015 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. N/A

7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

Rents are calculated at 30% of a person's income.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information. N/A

HOUSING AUTHORITY CONTACT INFORMATION

2015/2016

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

Name of Authority:	HIGHLANDS HOUSING AUTHORITY		
Address:	215 SHORE DRIVE		
City, State, Zip:	HIGHLANDS	NJ	07732
Phone: (ext.)	732-872-2022	Fax:	732-291-8743

Preparer's Name:	THOMAS FURLONG, CPA		
Preparer's Address:	881 AMBOY AVE., PO BOX 390		
City, State, Zip:	PERTH AMBOY	NJ	08862
Phone: (ext.)	732-826-3118	Fax:	732-826-3111
E-mail:	tom@perthamboyha.org		

Chief Executive Officer:	DOUGLAS DZEMA		
Phone: (ext.)	732-872-2022	Fax:	732-291-8743
E-mail:			

Chief Financial Officer:	None		
Phone: (ext.)		Fax:	
E-mail:			

Name of Auditor:			
Name of Firm:	HOLMAN FRENIA ALLISON, PC		
Address:	680 HOOPER AVENUE		
City, State, Zip:	TOMS RIVER	NJ	08753
Phone: (ext.)	732-797-1333	Fax:	732-797-1022
E-mail:			

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHLANDS

(Name)

FISCAL YEAR: FROM: 7-1-2015 TO: 6-30-2016

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

- 1) Provide the number of individuals employed in calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 8
- 2) Provide the amount of total salaries and wages for calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 199,188.99
- 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? yes If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority. Commissioner Rugg is the aunt of Commissioner O'Neil
- 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? 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:
 - g. A current or former commissioner, officer, key employee, or highest compensated employee? no
 - h. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? no
 - i. 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? noIf 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 narrative. Attached
- 11) Did the Authority pay for meals or catering during the current fiscal year? no 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 If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

**HIGHLANDS HOUSING AUTHORITY
PAGE N-3 (1 OF 2) QUESTION 10**

The Authority uses the County of Monmouth as a comparable in determining annual salary increases and compensation. The Board's finance committee reviews this information along with the affordability based on the Authority's overall budget to determine cost of living increases. Additional increases in an individual's compensation level are brought forth to the Finance Committee by the Executive Director based on the employee's workload and performance evaluations. The Finance Committee will make the appropriate recommendations to the full Board who will appropriate the amounts approved in the Authority's annual budget.

**HOUSING AUTHORITY INFORMATIONAL
QUESTIONNAIRE (CONTINUED)**

HIGHLANDS

(Name)

FISCAL YEAR: FROM: 7-1-2015 TO: 6-30-2016

- 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
 - i. Vehicle/auto allowance or vehicle for personal use no
 - h. Health or social club dues or initiation fees no
 - k. 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.*
- 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 *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 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.*