

ADOPTED COPY Authority Budget of:

ADOPTED COPY
ADOPTED COPY

HIGHLANDS HOUSING AUTHORITY

State Filing Year **2018**

For the Period:

July 1, 2018 to June 30, 2019

www.highlandshousingauthority.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

HIGHLANDS

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM JULY 1, 2018 TO JUNE 30, 2019

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. Cvent CPA, RMA Date: 6/8/2018

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. Cvent CPA, RMA Date: 8/2/2018

2018 PREPARER'S CERTIFICATION

HIGHLANDS

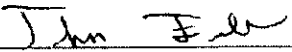
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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, CPA		
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	tfurlong@perthamboyha.org		

2018 APPROVAL CERTIFICATION

HIGHLANDS

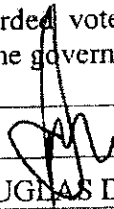
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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 22ND day of MAY, 2018.

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	ddzema@perthamboyha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.highlandshousingauthority.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.

- 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



2018 HOUSING AUTHORITY BUDGET RESOLUTION

HIGHLANDS

(Name)

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

WHEREAS, the Annual Budget and Capital Budget for the HIGHLANDS Housing Authority for the fiscal year beginning, JULY 1, 2018 and ending, JUNE 30, 2019 has been presented before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 5/22/2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,132,605, Total Appropriations, including any Accumulated Deficit if any, of \$ 1,107,948 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 987,788 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 5/22/2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, JULY 1, 2018 and ending, JUNE 30, 2019 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 7/24/2018.

 (Secretary's Signature) 5.22.18
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
GLORIA MILLER	X			
DOLORES FRANCY				X
MAE RUGG				X
REBECCA KANE	X			
ELLEN WILLIAMS	X			
IDA TKOCH	X			
RAY GODDARD	X			

2018 ADOPTION CERTIFICATION

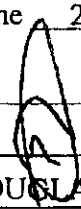
HIGHLANDS

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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 HIGHLANDS Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 24TH day of, JULY, 2018.

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	ddzema@perthamboyha.org		

2018 ADOPTED BUDGET RESOLUTION

HIGHLANDS

(Name)

HOUSING AUTHORITY

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

WHEREAS, the Annual Budget and Capital Budget/Program for the HIGHLANDS Housing Authority for the fiscal year beginning JULY 1, 2018 and ending, JUNE 30, 2019 has been presented for adoption before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 7/24/2018; 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 \$ 1,132,605, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,107,948 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 987,788 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of HIGHLANDS Housing Authority, at an open public meeting held on 5/22/2018 that the Annual Budget and Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, JULY 1, 2018 and, ending, JUNE 30, 2019 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)

7-24-18

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
GLORIA MILLER	X			
DOLORES FRANCY	X			
MAE RUGG	X			
REBECCA KANE	X			
ELLEN WILLIAMS	X			
IDA TKOCH	X			
RAY GODDARD				X

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2018 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS
HIGHLANDS
(Name)**

AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation 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).

See 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% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 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. 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

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 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**)

N/A

HIGHLANDS HOUSING AUTHORITY
EXPLANATION OF BUDGET VARIANCES OVER 10%
JUNE 30TH, 2019

Operating Revenues:

Excess Utilities-(-100%) Due to conversion to RAD, PHA can no longer charge for excess utilities.

HUD Operating Subsidy-(+63.3%) Increase in subsidy due to RAD conversion

Capital Fund/Capital Fund Admin.-(-100%) Due to RAD conversion PHA will no longer receive Capital Fund.

Interest-(+206.1%) Increased based on increase in earnings rate.

Appropriations:

Utilities-(+16.4%) Gas and Electric rates went up which cause an increase.

Insurance-(+45%) Increase in insurance rate due to prior year claims

PILOT-(-13.5%) Due to increase in utility cost

Other General Expense-(-100%) Decrease due to closing on RAD conversion.

R&R- (+100%) Conversion to RAD requires PHA to make annual deposits for reserve for replacement.

HOUSING AUTHORITY CONTACT INFORMATION 2018

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

Name of Authority:	HIGHLANDS HOUSING AUTHORITY		
Federal ID Number:	21-6001673		
Address:	215 SHORE DRIVE		
City, State, Zip:	HIGHLANDS	NJ	07732
Phone: (ext.)	732-872-2022	Fax:	732-291-8743

Preparer's Name:	THOMAS FURLONG		
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:	tfurlong@perthamboyha.org		

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

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

Name of Auditor:			
Name of Firm:	HOLMAN FRENIA ALLISON, P.C.		
Address:	680 HOOPER AVENUE BUILDING B, SUITE 201		
City, State, Zip:	TOMS RIVER	NJ	08753
Phone: (ext.)	732-797-1333	Fax:	
E-mail:			

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHLANDS

(Name)

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) 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 as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: 194,812
- 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 (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> 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?
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 a narrative of your Authority's procedures for all employees.**
- 11) Did the Authority pay for meals or catering during the current fiscal year? yes 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? no 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 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.

**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.

DOUGLAS DZEMA

12/11/2017

0000018922

DESCRIPTION	INVOICE #	
Dinner/board meeting expenses Dec 6, 201	MeetingDec2017	208.48
Dinner/board meeting expenses Dec 6, 201	MeetingDec2017	660.20
TOTAL FOR CHECK:		868.68

ORDER FORM #122LB1 (1 PART)

commissioners/staff that took place on Wednesday, 12/6/17 at Angelica's, Sea Bright. The invoice is attached and the amount of the invoice to be reimbursed is - \$868.68. This is for 12 guests. 5 board members, the attorney, 7 staff members.

The bill covers: Dolores Francy, Commissioner - Board
 Ray Goddard, Commissioner - Board
 Mae Rugg, Commissioner - Board
 Ida Tkoch, Commissioner - Board
 Ellen Williams, Commissioner - Board
 Gloria Miller, Commissioner - Board

Pamela Carbone, Administration - HHA
 Joseph Cusumano, Maintenance - HHA
 Renee DeMarco, Residential Operations - HHA
 Douglas Sabey, Construction Inspector - PAHA
 Thomas Furlong, Director-Financial Ops - PAHA
 Douglas Dzema, Executive Director - PAHA

Please note that none of the above costs include alcohol.

Please let me know if you have any questions.

cc: Douglas Dzema

Anjelica's Restaurant

1070 Ocean Avenue
Sea Bright, NJ 07760
(732) 842-2800
www.angelicas.com

Date: 12/06/2017 09:15PM
Card Type: VISA
Acct Num: *****3199
Exp Date: **/**
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 092020
Check: 285
Check Memo: party
Server: 10 Julie

Amount: \$868.68

TIP _____
TOTAL: _____
Signature _____

MERCHANT COPY

DATE

TABLE

QUESTS

SERVER

45145

TABLE #

1) ME

2) BK Clams

3) Eggplant

SALE

ONE COURSE

3) Gnocchi Sirtanio

3) Casarecce Pomodoro

4) Robynese

TABLE #

45145
1) Veal Saltimbocca

2) Pork Chops

3) Halibut

\$868.

TIME

QUESTS

TIME

TABLE #

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**
HIGHLANDS
(Name)

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 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)

For the Period July 1, 2018 to June 30, 2019 Highlands Housing Authority

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/1099)			Total Compensation from Authority	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	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 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	
			Commissioner	Officer	Key Employee	Former Highest Compensated Employee	Base Salary/ Stipend	Bonus										Total Compensation from Authority
1 Gloria Millie	Chairperson	5	X					None									0	
2 Dolores Francy	Vice-Chair	2	X					None									0	
3 Mae Bugg	Treasurer	2	X					None									2,881	
4 Rebecca Kane	Commissioner	2	X					None									2,500	
5 Ellen Williams	Commissioner	2	X					None									0	
6 Iida Koch	Commissioner	2	X					None									0	
7 Ray Guddard	Commissioner	2	X					None									0	
8 Douglas Dzema	Executive Director	5					X	None							222,072	77,005	299,077	
9																	0	
10																	0	
11																	0	
12																	0	
13																	0	
14																	0	
15																	0	
Total:																\$ 227,453	\$ 77,005	\$ 304,458

(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

Highlands Housing Authority

For the Period July 1, 2018 to June 30, 2019

	# of Covered Members (Medical & Rx)		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)
	Proposed Budget	Actual	Proposed Budget	Actual						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	1	1	\$ 12,160	\$ 12,160	\$ 12,160	1	\$ 11,860	\$ 11,860	\$ 300	2.5%
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)	1	1	24,320	24,320	24,320	1	23,720	23,720	600	2.5%
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)				(3,180)	(3,180)			(3,100)	(80)	2.6%
Subtotal	2	2	33,300	33,300	33,300	2	32,480	32,480	820	2.5%
Commissioners - Health Benefits - Annual Cost										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0	0				0				#DIV/0!
Retirees - Health Benefits - Annual Cost										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0	0				0				#DIV/0!
GRAND TOTAL	2	2	\$ 33,300	\$ 33,300	\$ 33,300	2	\$ 32,480	\$ 32,480	\$ 820	2.5%

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

Yes	Yes or No
Yes	Yes or No

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

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

Schedule of Shared Service Agreements

For the Period Highlands Housing Authority to June 30, 2019
July 1, 2018 to

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
Perth Amboy Housing Authority	Highlands Housing Authority	Management Services		1/1/2018	12/31/2018	\$ 44,800
Perth Amboy Housing Authority	Highlands Housing Authority	Accounting Services		1/1/2018	12/31/2018	\$ 18,745

If No Shared Services X this Box

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Highlands Housing Authority** to **June 30, 2019**
July 1, 2018

	FY 2019 Proposed Budget				Total All Operations	FY 2017-2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 1,127,095	\$ 1,127,095	\$ 958,810	\$ 168,285	17.6%
Total Non-Operating Revenues	-	-	5,510	5,510	1,800	3,710	206.1%	
Total Anticipated Revenues	-	-	1,132,605	1,132,605	960,610	171,995	17.9%	
APPROPRIATIONS								
Total Administration	-	-	308,490	308,490	300,350	8,140	2.7%	
Total Cost of Providing Services	-	-	661,450	661,450	659,790	1,660	0.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	24,029	-	24,029	#DIV/0!	
Total Operating Appropriations	-	-	969,940	993,969	960,140	33,829	3.5%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	28,979	-	28,979	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	85,000	85,000	-	85,000	#DIV/0!	
Total Non-Operating Appropriations	-	-	85,000	113,979	-	113,979	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	-	-	1,054,940	1,107,948	960,140	147,808	15.4%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	-	-	1,054,940	1,107,948	960,140	147,808	15.4%	
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ 77,665	\$ 24,657	\$ 470	\$ 24,187	5146.2%	

Revenue Schedule

Highlands Housing Authority

For the Period July 1, 2018 to June 30, 2019

	FY 2019 Proposed Budget				FY 2017-2018 Adopted Budget		\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
						All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental			526,220		526,220	499,330	26,890	5.4%
Excess Utilities					-	6,480	(6,480)	-100.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy			587,875		587,875	360,000	227,875	63.3%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
Total Rental Fees				1,114,095	1,114,095	865,810	248,285	28.7%
<i>Other Operating Revenues (List)</i>								
Capital Fund					-	70,000	(70,000)	-100.0%
Tenant Charges			4,000		4,000	4,000	-	0.0%
Laundry Commissions			3,000		3,000	3,000	-	0.0%
Late Fees			6,000		6,000	6,000	-	0.0%
Capital Fund Administration					-	10,000	(10,000)	-100.0%
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Total Other Revenue				13,000	13,000	93,000	(80,000)	-86.0%
Total Operating Revenues				1,127,095	1,127,095	958,810	168,285	17.6%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
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!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned			5,510		5,510	1,800	3,710	206.1%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest			5,510	5,510	1,800	3,710	1,910	206.1%
Total Non-Operating Revenues			5,510	5,510	1,800	3,710	1,910	206.1%
TOTAL ANTICIPATED REVENUES	\$ -	\$ -	\$ -	\$ 1,132,605	\$ 1,132,605	\$ 960,610	\$ 171,995	17.9%

Prior Year Adopted Revenue Schedule

Highlands Housing Authority

FY 2017-2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	499,330				499,330
Excess Utilities	6,480				6,480
Non-Dwelling Rental					-
HUD Operating Subsidy	360,000				360,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	865,810	-	-	-	865,810
<i>Other Revenue (List)</i>					
Capital Fund	70000				70,000
Tenant Charges	4000				4,000
Laundry Commissions	3000				3,000
Late Fees	6000				6,000
Capital Fund Administration	10000				10,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	93,000	-	-	-	93,000
Total Operating Revenues	958,810	-	-	-	958,810
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<i>Other Non-Operating Revenues</i>					
-					
<i>Interest on Investments & Deposits</i>					
Interest Earned	1,800				1,800
Penalties					-
Other					-
Total Interest	1,800	-	-	-	1,800
Total Non-Operating Revenues	1,800	-	-	-	1,800
TOTAL ANTICIPATED REVENUES	\$ 960,610	\$ -	\$ -	\$ -	\$ 960,610

Appropriations Schedule

Highlands Housing Authority
For the Period July 1, 2018 to June 30, 2019

	FY 2019 Proposed Budget				FY 2017-2018 Adapted Budget		<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adapted	Proposed vs. Adapted
							All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	-	-	-	119,110	\$ 119,110	\$ 115,250	\$ 3,860	3.3%
Fringe Benefits	-	-	-	29,500	29,500	27,000	2,500	9.3%
Legal	-	-	-	20,000	20,000	20,000	-	0.0%
Staff Training	-	-	-	6,000	6,000	6,000	-	0.0%
Travel	-	-	-	6,000	6,000	6,000	-	0.0%
Accounting Fees	-	-	-	19,180	19,180	18,800	380	2.0%
Auditing Fees	-	-	-	8,000	8,000	7,500	500	6.7%
Miscellaneous Administration*	-	-	-	100,700	100,700	99,800	900	0.9%
Total Administration	-	-	-	308,490	308,490	300,350	8,140	2.7%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-	-	-	-	-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	-	-	-	95,760	95,760	93,000	2,760	3.0%
Salary & Wages - Protective Services	-	-	-	-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-	-	-	-	-	-	-	#DIV/0!
Fringe Benefits	-	-	-	52,300	52,300	48,000	4,300	9.0%
Tenant Services	-	-	-	3,000	3,000	3,100	(100)	-3.2%
Utilities	-	-	-	261,500	261,500	224,560	36,940	16.4%
Maintenance & Operation	-	-	-	186,550	186,550	175,000	11,550	6.6%
Protective Services	-	-	-	-	-	-	-	#DIV/0!
Insurance	-	-	-	30,000	30,000	40,000	(10,000)	-25.0%
Payment in Lieu of Taxes (PILOT)	-	-	-	24,340	24,340	28,130	(3,790)	-13.5%
Terminal Leave Payments	-	-	-	-	-	-	-	#DIV/0!
Collection Losses	-	-	-	5,000	5,000	5,000	-	0.0%
Other General Expense	-	-	-	-	-	40,000	(40,000)	-100.0%
Rents	-	-	-	-	-	-	-	#DIV/0!
Extraordinary Maintenance	-	-	-	-	-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-	-	-	3,000	3,000	3,000	-	0.0%
Property Betterment/Additions	-	-	-	-	-	-	-	#DIV/0!
Miscellaneous COPS*	-	-	-	-	-	-	-	#DIV/0!
Total Cost of Providing Services	-	-	-	661,450	661,450	659,790	1,660	0.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXX	XXXXXX	XXXXXX	XXXXXX	24,029	-	24,029	#DIV/0!
Total Operating Appropriations	-	-	-	969,940	993,969	960,140	33,829	3.5%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	28,979	-	28,979	#DIV/0!
Operations & Maintenance Reserve	-	-	-	-	-	-	-	#DIV/0!
Renewal & Replacement Reserve	-	-	-	85,000	85,000	-	85,000	#DIV/0!
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other Reserves	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	85,000	113,979	-	113,979	#DIV/0!
TOTAL APPROPRIATIONS	-	-	-	1,054,940	1,107,948	960,140	147,808	15.4%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	-	1,054,940	1,107,948	960,140	147,808	15.4%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	-	-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 1,054,940	\$ 1,107,948	\$ 960,140	\$ 147,808	15.4%

* 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 \$ - \$ - \$ - \$ 48,497.00 \$ 49,698.45

Prior Year Adopted Appropriations Schedule

Highlands Housing Authority

FY 2017-2018 Adapted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 115,250				\$ 115,250
Fringe Benefits	27,000				27,000
Legal	20,000				20,000
Staff Training	6,000				6,000
Travel	6,000				6,000
Accounting Fees	18,800				18,800
Auditing Fees	7,500				7,500
Miscellaneous Administration*	99,800				99,800
Total Administration	300,350				300,350
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-				-
Salary & Wages - Maintenance & Operation	93,000				93,000
Salary & Wages - Protective Services	-				-
Salary & Wages - Utility Labor	-				-
Fringe Benefits	48,000				48,000
Tenant Services	3,100				3,100
Utilities	224,560				224,560
Maintenance & Operation	175,000				175,000
Protective Services	-				-
Insurance	40,000				40,000
Payment in Lieu of Taxes (PILOT)	28,130				28,130
Terminal Leave Payments	-				-
Collection Losses	5,000				5,000
Other General Expense	40,000				40,000
Rents	-				-
Extraordinary Maintenance	-				-
Replacement of Non-Expendible Equipment	3,000				3,000
Property Betterment/Additions	-				-
Miscellaneous COPS*	-				-
Total Cost of Providing Services	659,790				659,790
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	960,140				960,140
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	4,635
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-				4,635
TOTAL APPROPRIATIONS	960,140				964,775
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	960,140				964,775
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					-
TOTAL NET APPROPRIATIONS	\$ 960,140	\$ -	\$ -	\$ -	\$ 964,775

* 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 \$ 48,007.00 \$ - \$ - \$ - \$ 48,007.00

Debt Service Schedule - Principal

Highlands Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>							Total Principal Outstanding	
	Adopted Budget Year 2017-2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024		Thereafter
CFPP- Debt Leveraging	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
First Mortgage Investors	-	24,029	23,477	24,794	26,184	27,653	29,204	344,660	-
Type in Issue Name									
Total PRINCIPAL	40,000	24,029	23,477	24,794	26,184	27,653	29,204	344,660	500,000
LESS: HUD SUBSIDY	40,000	-	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ 24,029	\$ 23,477	\$ 24,794	\$ 26,184	\$ 27,653	\$ 29,204	\$ 344,660	\$ 500,000

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

Moody's		Standard & Poors	
Fitch			

Bond Rating

Year of Last Rating

Debt Service Schedule - Interest

Highlands Housing Authority

If Authority has no debt X this box

	Adopted Budget Year 2017-2018	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
		Proposed Budget Year 2019	2020	2021	2022	2023		
Debt Leveraging	14,561							
First Mortgage Investors		28,979	25,453	24,136	22,745	21,277	19,725	91,628
Type in Issue Name								233,943
Type in Issue Name								
TOTAL INTEREST	14,561	28,979	25,453	24,136	22,745	21,277	19,725	91,628
LESS: HUD SUBSIDY	14,561							
NET INTEREST	\$.	\$ 28,979	\$ 25,453	\$ 24,136	\$ 22,745	\$ 21,277	\$ 19,725	\$ 91,628
								\$ 233,943

Net Position Reconciliation

Highlands Housing Authority
 For the Period July 1, 2018 to June 30, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 2,578,407	\$ -	\$ -	\$ -	\$ 2,578,407
	2,378,221				2,378,221
	200,186				200,186
	531,510				531,510
	470				470
	732,166				732,166
	-				-
	-				-
	-				-
	-				-
	-				-
	732,166				732,166

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 \$ 49,897 \$ - \$ - \$ 49,897

(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.

2018
HIGHLANDS
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

HIGHLANDS


(Name)

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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 HIGHLANDS Housing Authority, on the 22ND day of MAY, 2018.

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:	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	ddzema@perthamboyha.org		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

HIGHLANDS Housing Authority

(Name)

FISCAL YEAR: FROM: 7-1-2018 TO: 6-30-2019

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?
The Authority's Capital Plan is prepared in consultation with Authority residents.
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
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?
20 Years
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.
None
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.
None
6. Have the projects been reviewed and approved by HUD?
Yes

Add additional sheets if necessary.

Proposed Capital Budget

Highlands Housing Authority

For the Period July 1, 2018 to June 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
RAD Rehab Work- Family	499,250					\$ 499,250
Rad Rehab Work- Senior	488,538					488,538
Type in Description	-					
Type in Description	-					
Total	987,788	-	-	-	-	987,788
TOTAL PROPOSED CAPITAL BUDGET	\$ 987,788	\$ -	\$ -	\$ -	\$ -	\$ 987,788

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

Highlands Housing Authority
 For the Period July 1, 2018 to June 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
RAD Rehab Work- Family	577,150	499,250	\$ 77,900				
Rad Rehab Work- Senior	601,738	488,538	70,200				43,000
Type in Description	-	-					
Type in Description	-	-					
Total	1,178,888	987,788	148,100	-	-	-	43,000
TOTAL	\$ 1,178,888	\$ 987,788	\$ 148,100	\$ -	\$ -	\$ -	\$ 43,000

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

Highlands Housing Authority

For the Period July 1, 2018 to June 30, 2019

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
RAD Rehab Work- Family	577,150					\$ 577,150
Rad Rehab Work- Senior	601,738					601,738
Type in Description	-					
Type in Description	-					
Total	1,178,888	-	-	-	-	1,178,888
TOTAL	\$ 1,178,888	\$ -	\$ -	\$ -	\$ -	\$ 1,178,888
Total 5 Year Plan per CB-4	<u>\$ 1,178,888</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.

**RESOLUTION AUTHORIZING SUBMISSION OF THE FY 2018/2019 BUDGET
TO THE STATE OF NEW JERSEY DEPARTEMENT OF COMMUNITY AFFAIRS.**

This Resolution shall take effect immediately.

Date of Adoption: May 22, 2018

MOVED/SECONDED:

Resolution moved by Commissioner Goddard

Resolution seconded by Commissioner Kane

FY18-022	Ayes	Nays	Absent	Abstain
Commissioner Kane	X			
Commissioner Rugg			X	
Commissioner Tkoch	X			
Commissioner Goddard	X			
Commissioner Francy			X	
Commissioner Williams	X			
Chairperson Miller	X			

The foregoing is a true copy of a Resolution ratified and adopted at a Regular Meeting of the Housing Authority of the Borough of Highlands, New Jersey, duly called and held on the 22nd day of May 2018.

FY19-001
RESOLUTION ADOPTING THE ANNUAL BUDGET FOR FY 2019

This resolution shall take effect immediately.

Date of adoption: July 24, 2018

MOVED/SECONDED:

Resolution moved by Commissioner Francy

Resolution seconded by Commissioner Tkoch

VOTE:

FY19-001	Ayes	Nays	Absent	Abstain
Commissioner Kane	X			
Commissioner Rugg	X			
Commissioner Tkoch	X			
Commissioner Francy	X			
Commissioner Williams	X			
Commissioner Goddard			X	
Chairperson Miller	X			

The foregoing is a true copy of a Resolution ratified and adopted at a Regular Meeting of the Housing Authority of the Borough of Highlands, New Jersey, duly called and held on the 24th day of July 2018.