

*Authority Budget of:*

**ADOPTED COPY**

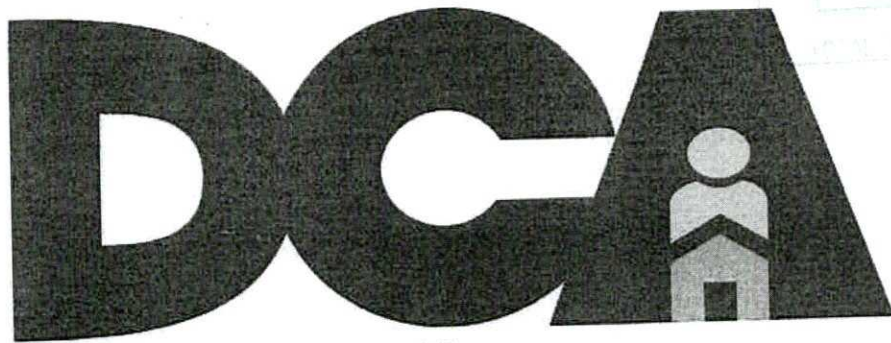
# *Highlands Housing Authority*

**State Filing Year**                      **2020**

*For the Period:*                      *July 1, 2020*                      *to*                      *June 30, 2021*

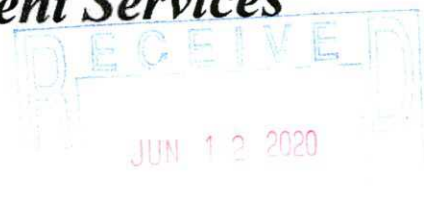
[www.highlandsha.org](http://www.highlandsha.org)  
Authority Web Address

**APPROVED COPY**



NJ DEPARTMENT OF  
**Community Affairs**

*Division of Local Government Services*



**2020 (2020-2021) HOUSING AUTHORITY BUDGET**

**Certification Section**

2020 (2020-2021)

**HIGHLANDS**

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM JULY 1, 2020 TO JUNE 30, 2021

*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. Gwert CPA, RAIA Date: 7/22/2020

**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. Gwert CPA, RAIA Date: 8/12/2020

**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**ADOPTED HOUSING AUTHORITY BUDGET**  
**ADOPTED BUDGET TRANSMITTAL PACKAGE (After Adoption of Budget)**

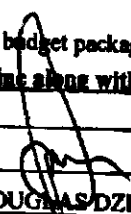
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803.* Check the box of each item to indicate that it is included in budget or has been completed.

**Adopted Authority Budget Document**

- 2 copies of the Adopted budget document submitted that includes all pages completed
  - All items on the Introduced Budget Transmittal Package completed and included
  - Page C-6 Signed with Manual Signature along with title, address, e-mail address, phone number and fax number.
  - Page C-7 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)

**PDF of Adopted Budget (All pages)**

- Submit a pdf copy of the budget package (Adopted) to authoritiesunit@dca.nj.gov with the name of the authority in the subject line along with wording Adopted Budget.

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:	ddzema@perthamboyha.org		

# 2020 (2020-2021) PREPARER'S CERTIFICATION

**HIGHLANDS**

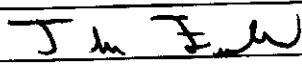
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021

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., P.O. BOX 390 PEERTH AMBOY, NJ 08862		
Phone Number:	732-826-3118	Fax Number:	732-826-3111
E-mail address	tfurlong@perthamboyna.org		

# 2020 (2020-2021) APPROVAL CERTIFICATION

## HIGHLANDS

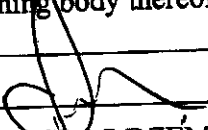
(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021

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 26th day of May, 2020.

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

<b>Authority's Web Address:</b>	<u>www.highlandshousingauthority.org</u>
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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
- 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 are items such as Revenue and Expenditures 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) 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
- 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.

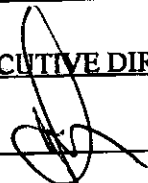
Name of Officer Certifying compliance

DOUGLAS DZEMA

Title of Officer Certifying compliance

EXECUTIVE DIRECTOR

Signature



# 2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION HIGHLANDS

(Name)

**FISCAL YEAR: FROM: 6-1-2020 TO: 6-30-2021**

WHEREAS, the Annual Budget and Capital Budget for the HIGHLANDS Housing Authority for the fiscal year beginning, 7-1-2020 and ending, 6-30-2021 has been presented before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 05/26/2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,205,970, Total Appropriations, including any Accumulated Deficit if any, of \$ 1,151,785 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 109,900 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 05/26/20 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, 7-1-2020 and ending, 6-30-2021 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 07/28/2020.

\_\_\_\_\_  
(Secretary's Signature)

05/26/2020  
(Date)

Resolution moved by Comm Goddard and seconded by Comm Wells  
Governing Body Recorded Vote

Member:	Aye	Nay	Abstain	Absent
Gloria Miller	X			
Dolores Francy	X			
Mae Rugg	X			
Rebecca Wells	X			
Ellen Williams	X			
Ida Tkoch	X			
Ray Goddard	X			



# 2020 (2020-2021) ADOPTION CERTIFICATION

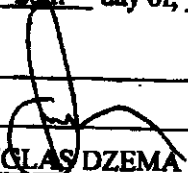
## HIGHLANDS

(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021

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 28th day of, July, 2020.

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		

## 2020 (2020-2021) ADOPTED BUDGET RESOLUTION

### HIGHLANDS (Name) HOUSING AUTHORITY

**FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021**

WHEREAS, the Annual Budget and Capital Budget/Program for the HIGHLANDS Housing Authority for the fiscal year beginning 7-1-2020 and ending, 6-30-2021 has been presented for adoption before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 07/28/2020; 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 \$ 1,205,970, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,151,785 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 109,900 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 07/28/2020 that the Annual Budget and Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, 7-1-2020 and, ending, 6-30-2021 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)

7-29-20  
(Date)

Resolution moved by Comm Williams and seconded by Comm Goddard

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Gloria Miller	X			
Dolores Francy				X
Mae Rugg				X
Rebecca Wells	X			
Ellen Williams	X			
Ida Tkoch	X			
Ray Goddard	X			

**2020 (2020-2021) HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

**2020(2020-2021) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
HIGHLANDS**

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(Name)

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021**

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each **Revenues and Appropriations**. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each **revenue** and **appropriation** changing more than 10%) for each individual revenue and appropriation 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. (Example Rate Increase authorized by resolution or by HUD). *See attached.*

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority** *None.*

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. *N/A*

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.). *N/A*

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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 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).** *N/A*

**HIGHLANDS HOUSING AUTHORITY**  
**EXPLANATION OF BUDGET VARIANCES OVER 10%**  
**JUNE 30<sup>TH</sup>, 2021**

**Operating Revenues:**

Laundry Commissions-(+66.7%) Based on prior year actuals

Late Fees(-27.3%) Based on prior year actuals

Interest-(+14.3%) Increased based on increase in earnings rate.

**Appropriations:**

None

# HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

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

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

<b>Preparer's Name:</b>	THOMAS FURLONG, CPA		
<b>Preparer's Address:</b>	881 AMBOY AVE., P.O. BOX 390		
<b>City, State, Zip:</b>	PERTH AMBOY	NJ	08862
<b>Phone: (ext.)</b>	732-826-3118	<b>Fax:</b>	732-826-3111
<b>E-mail:</b>	<a href="mailto:tfurlong@perthamboyha.org">tfurlong@perthamboyha.org</a>		

<b>Chief Executive Officer:(1)</b>	DOUGLAS DZEMA		
<b>Phone: (ext.)</b>	732-872-2022	<b>Fax:</b>	732-291-8743
<b>E-mail:</b>	<a href="mailto:ddzema@perthamboyha.org">ddzema@perthamboyha.org</a>		

<b>Chief Financial Officer(1)</b>	THOMAS FALKOWSKI		
<b>Phone: (ext.)</b>	732-872-2022 (12)	<b>Fax:</b>	732-291-8743
<b>E-mail:</b>	<a href="mailto:Tomf@highlandsha.org">Tomf@highlandsha.org</a>		

<b>Name of Auditor:</b>	RICHARD LARSON		
<b>Name of Firm:</b>	Novogradac & Company LLP		
<b>Address:</b>	1433 HOOPER AVE, SUITE 329		
<b>City, State, Zip:</b>	TOMS RIVER	NJ	08753
<b>Phone: (ext.)</b>	732-593-4257	<b>Fax:</b>	732-341-1424
<b>E-mail:</b>	<a href="mailto:rich.larsen@novoco.com">rich.larsen@novoco.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## HIGHLANDS

(Name)

FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021

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 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 6
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: 202,027
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 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, 2019 or 2020 deadline has passed 2019 or 2020) 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 individuals listed on Page N-4 (2 of 2). See Attached*

- 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? YES 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?
- First class or charter travel NO
  - Travel for companions NO
  - Tax indemnification and gross-up payments NO
  - Discretionary spending account NO
  - Housing allowance or residence for personal use NO
  - Payments for business use of personal residence NO
  - Vehicle/auto allowance or vehicle for personal use NO
  - Health or social club dues or initiation fees NO
  - 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. (If no bonded Debt answer is Not Applicable)
- 18) 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," 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 Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? 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) 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.
- 21) 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.

**HIGHLANDS HOUSING AUTHORITY  
TRAVEL EXPENSES TO DATE**

<b>Date</b>	<b>Paid to</b>	<b>Amount</b>	<b>Purpose</b>	<b>Dates</b>
7/17/2019	Renee DeMarco	518.62	NJNAHRO Annual Conference	May 5th-8th, 2019
8/16/2019	Renee DeMarco	<u>22.09</u>	Mileage to Court	Various
		<u>540.71</u>		

THE HOUSING AUTHORITY OF THE BOROUGH HIGHLANDS

020474

**Bureau: Douglas**  
 Agency Number  
 DBCMeetingDinner2019

Date  
 12/16/2019

PO Number

Check Number: 20474

Item Description  
 December board meeting dinner 2019

Date: 12/17/2019

Item Amount  
 \$1,166.91

Amount: \$1,166.91  
 Document  
 \$0.00  
 Paid  
 \$1,166.91

1519780100  
 GF333A SYKDK03 09/05/2019 00:42 -329-

2 sword fish	
\$34.00 each	\$32.00
veal saltimbocca	\$225.00
15 family style apps	
\$15.00 each	\$120.00
15 penne sausage	
\$8.00 each	\$84.00
14 dessert trays	
\$6.00 each	
-----	
Total Item Count:	58
-----	
Subtotal:	\$913.00
Total Tax:	\$63.91
-----	
Total:	\$976.91
-----	
VISA 3199	\$976.91

Total: \$ 1166.91

APPROVED

I agree to pay the above total amount according to card issuer agreement

Thank you for your business  
 Like Us on Facebook  
 for updates and specials

\*\*\*Customer Copy\*\*\*

Thank you for your business  
 Like Us on Facebook  
 for updates and specials

Ristorante Giorgia  
102 Avenue of Two Rivers  
Rumson, NJ 07760  
(732)741-3880

Ristorante Giorgia  
102 Avenue of Two Rivers  
Rumson, NJ 07760  
(732)741-3880

Order# 41632  
Eat In Order  
Table: Tab10  
Date: 12/16/19, 8:06 PM

Order# 41632  
Eat In Order  
Table: Tab10  
Date: 12/16/19, 8:06 PM

filet mignon	\$36.00
2 filet mignon	\$72.00
\$36.00 each	
3 veal saltimbocca	\$96.00
\$32.00 each	
5 pork chop	\$180.00
\$36.00 each	
2 sword fish	\$68.00
\$34.00 each	
veal saltimbocca	\$32.00
15 family style apps	\$225.00
\$15.00 each	
15 penne sausage	\$120.00
\$8.00 each	
14 dessert trays	\$84.00
\$6.00 each	
-----	
Total Item Count:	58
-----	
Subtotal:	\$913.00
Total Tax:	\$63.91
-----	
Total:	\$976.91
-----	
VISA 3199	\$976.91

Transaction:	105999
Paid With: VISA	xxxx3199
Bill:	DOUGLAS DZEMA
Total:	\$976.91
Tip:	\$ 190.-
Total:	\$ 1166.91

APPROVED

I agree to pay the above total amount  
according to card issuer agreement

Thank you for your business  
Like Us on Facebook  
for updates and specials

\*\*\*Customer Copy\*\*\*

Thank you for your business  
Like Us on Facebook  
for updates and specials

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

(Name)

**FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021**

*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 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 2018 or 2019. 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, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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)

Highlands Housing Authority  
 to June 30, 2021  
 Reportable Compensation from  
 Authority (W-2/ 1099)

A B C D E F G H I J K L M N O P Q R S T

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee										
1 Gloria Miller	Chairperson	5 X	X		None			0	0 None	Retired pension	0	2,880		2,880	
2 Dolores Francy	Vice Chair	2 X	X		None			0	0 State of NJ					0	
3 Mae Rugg	Treasurer	2 X	X		None			0	0 None					0	
4 Rebecca Wells	Commissioner	2 X	X		None			0	0 None					0	
5 Ellen Williams	Commissioner	2 X	X		None			0	0 None					0	
6 Ida Tkoch	Commissioner	2 X	X		None			0	0 None					0	
7 Ray Goddard	Commissioner	2 X	X		None			0	0 None			211,544	97,890	309,434	
8 Douglas Dzema	Executive Director	5	X		26,944			26,944	0 Perth Amboy HA	Executive Director 35+				26,944	
9 Tom Falkowski	Bookkeeper	25		X				0	0					0	
10								0	0					0	
11								0	0					0	
12								0	0					0	
13								0	0					0	
14								0	0					0	
15								0	0					0	
Total:								\$ 26,944	\$ 36,944	\$ 214,424	\$ 97,890	\$ 339,258			

(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, 2020 to June 30, 2021

Inout - X - in Box Below IF this Page is Non-Applicable

	# 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	Employee Proposed Budget	Employee Proposed Budget	Proposed Budget	Proposed Budget	Current Year	Current Year	per Employee Current Year					
<b>Active Employees - Health Benefits - Annual Cost</b>													
Single Coverage	1	\$ 11,833	1	\$ 11,833	1	\$ 11,833	1	\$ 11,544	1	\$ 11,544	\$ 289	2.5%	#DIV/0!
Parent & Child													
Employee & Spouse (or Partner)	1	23,664	1	23,664	23,664	23,664	1	23,087	1	23,087	577	2.5%	#DIV/0!
Family													
Employee Cost Sharing Contribution (enter as negative -)	2		2	(3,161)			2		2	(3,084)	(77)	2.5%	#DIV/0!
<b>Subtotal</b>				<b>32,336</b>						<b>31,547</b>	<b>789</b>	<b>2.5%</b>	
<b>Commissioners - Health Benefits - Annual Cost</b>													
Single Coverage													
Parent & Child													
Employee & Spouse (or Partner)													
Family													
Employee Cost Sharing Contribution (enter as negative -)	0		0				0		0				
<b>Subtotal</b>													
<b>Retirees - Health Benefits - Annual Cost</b>													
Single Coverage													
Parent & Child													
Employee & Spouse (or Partner)													
Family													
Employee Cost Sharing Contribution (enter as negative -)	0		0				0		0				
<b>Subtotal</b>													
<b>GRAND TOTAL</b>				<b>\$ 32,336</b>					<b>2</b>		<b>\$ 31,547</b>	<b>\$ 789</b>	<b>2.5%</b>

YES	Yes or No
YES	Yes or No

is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  
 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 Accumulated Liability for Compensated Absences

Highlands Housing Authority  
For the Period July 1, 2020 to June 30, 2021

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Renee DeMarco	2.7	\$ 4,655		X	
Joseph Cusamano	1.6	2,181		X	
John Hemenway	2.6	2,804		X	
Tom Falkowski	6.66	1,170		X	
Denise Hannigan	10	720		X	
Taxes on Accrual		882		X	
<b>Total liability for accumulated compensated absences at beginning of current year</b>		\$ <u>12,412</u>			

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





**2020 (2021) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

# SUMMARY

Highlands Housing Authority  
 For the Period July 1, 2020 to June 30, 2021

	<b>FY 2021 Proposed Budget</b>				<b>FY 2019, 2020</b>		<b>% Increase (Decrease)</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Adopted	Proposed vs. Adopted
<b>REVENUES</b>								
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 1,198,370	\$ 1,198,370	\$ 1,172,980	\$ 25,390	2.2%
Total Non-Operating Revenues	-	-	-	7,600	7,600	6,650	950	14.3%
Total Anticipated Revenues	-	-	-	1,205,970	1,205,970	1,179,630	26,340	2.2%
<b>APPROPRIATIONS</b>								
Total Administration	-	-	-	337,150	337,150	330,780	6,370	1.9%
Total Cost of Providing Services	-	-	-	676,340	676,340	675,570	770	0.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	24,558	23,188	1,370	5.9%
Total Operating Appropriations	-	-	-	1,013,490	1,038,048	1,029,538	8,510	0.8%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	89,300	24,437	25,812	(1,375)
Total Other Non-Operating Appropriations	-	-	-	89,300	89,300	87,130	2,170	2.5%
Total Non-Operating Appropriations	-	-	-	89,300	113,737	112,942	795	0.7%
Accumulated Deficit	-	-	-	-	-	-	-	-
Total Appropriations and Accumulated Deficit	-	-	-	1,102,790	1,151,785	1,142,480	9,305	0.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-
Net Total Appropriations	-	-	-	1,102,790	1,151,785	1,142,480	9,305	0.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ 103,180	\$ 54,185	\$ 37,150	\$ 17,035	45.9%

## Revenue Schedule

Highlands Housing Authority

For the Period

July 1, 2020

to

June 30, 2021

	<b>FY 2021 Proposed Budget</b>				<b>FY 2019,2020 Adopted Budget</b>			<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>OPERATING REVENUES</b>									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments				607,430	\$ 607,430	\$ 593,530	\$ 13,900		2.3%
Dwelling Rental					-	-	-		#DIV/0!
Excess Utilities					-	-	-		#DIV/0!
Non-Dwelling Rental				577,940	577,940	566,950	10,990		1.9%
HUD Operating Subsidy					-	-	-		#DIV/0!
New Construction - Acc Section 8					-	-	-		#DIV/0!
Voucher - Acc Housing Voucher					-	-	-		#DIV/0!
<b>Total Rental Fees</b>				<b>1,185,370</b>	<b>1,185,370</b>	<b>1,160,480</b>	<b>24,890</b>		<b>2.1%</b>
<i>Other Operating Revenues (List)</i>									
Capital Fund				4,000	4,000	4,000	-		0.0%
Tenant Charges				5,000	5,000	3,000	2,000		66.7%
Laundry Commissions				4,000	4,000	5,500	(1,500)		-27.3%
Late Fees					-	-	-		#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!
<b>Total Other Revenue</b>				<b>13,000</b>	<b>13,000</b>	<b>12,500</b>	<b>500</b>		<b>4.0%</b>
<b>Total Operating Revenues</b>				<b>1,198,370</b>	<b>1,198,370</b>	<b>1,172,980</b>	<b>25,390</b>		<b>2.2%</b>
<b>NON-OPERATING REVENUES</b>									
<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!
<b>Total Other Non-Operating Revenue</b>					<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned				7,600	7,600	6,650	950		14.3%
Penalties					-	-	-		#DIV/0!
Other					-	-	-		#DIV/0!
<b>Total Interest</b>				<b>7,600</b>	<b>7,600</b>	<b>6,650</b>	<b>950</b>		<b>14.3%</b>
<b>Total Non-Operating Revenues</b>				<b>7,600</b>	<b>7,600</b>	<b>6,650</b>	<b>950</b>		<b>14.3%</b>
<b>TOTAL ANTICIPATED REVENUES</b>				<b>\$ 1,205,970</b>	<b>\$ 1,205,970</b>	<b>\$ 1,179,630</b>	<b>\$ 26,340</b>		<b>2.2%</b>

# Prior Year Adopted Revenue Schedule

Highlands Housing Authority

*FY 2019.2020 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments				593,530	593,530
Dwelling Rental					-
Excess Utilities					-
Non-Dwelling Rental				566,950	566,950
HUD Operating Subsidy					-
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher				-	-
Total Rental Fees				1,160,480	1,160,480
<i>Other Revenue (List)</i>					
Capital Fund				4,000	4,000
Tenant Charges				3,000	3,000
Laundry Commissions				5,500	5,500
Late Fees					-
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				12,500	12,500
Total Operating Revenues				1,172,980	1,172,980
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned				6,650	6,650
Penalties					-
Other				6,650	6,650
Total Interest				6,650	6,650
Total Non-Operating Revenues				6,650	6,650
<b>TOTAL ANTICIPATED REVENUES</b>	\$	-	\$	-	\$ 1,179,630
	-	-	-	-	\$ 1,179,630

### Appropriations Schedule

Highlands Housing Authority  
For the Period July 1, 2020 to June 30, 2021

	<b>FY 2021 Proposed Budget</b>			<b>FY 2019-2020 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 APPROPRIATIONS</b>							
<b>Administration</b>			129,650	\$ 129,650	\$ 126,030	\$ 3,620	2.9%
Salary & Wages			29,000	29,000	29,000	-	0.0%
Fringe Benefits			18,200	18,200	20,000	(1,800)	-9.0%
Legal			6,000	6,000	6,000	-	0.0%
Staff Training			6,000	6,000	6,000	-	0.0%
Travel			20,600	20,600	19,750	850	4.3%
Accounting Fees			8,700	8,700	8,000	700	8.8%
Auditing Fees			119,000	119,000	116,000	3,000	2.6%
Miscellaneous Administration*			337,150	337,150	330,780	6,370	1.9%
<b>Total Administration</b>							
<b>Cost of Providing Services</b>							#DIV/0!
Salary & Wages - Tenant Services			99,600	99,600	96,820	2,780	2.9%
Salary & Wages - Maintenance & Operation							#DIV/0!
Salary & Wages - Protective Services							#DIV/0!
Salary & Wages - Utility Labor			51,700	51,700	51,800	(100)	-0.2%
Fringe Benefits			3,500	3,500	3,200	300	9.4%
Tenant Services			248,000	248,000	256,000	(8,000)	-3.1%
Utilities			190,000	190,000	190,000	-	0.0%
Maintenance & Operation							#DIV/0!
Protective Services			39,200	39,200	36,000	3,200	8.9%
Insurance			35,940	35,940	33,750	2,190	6.5%
Payment in Lieu of Taxes (PILOT)							#DIV/0!
Terminal Leave Payments			5,400	5,400	5,000	400	8.0%
Collection Losses							#DIV/0!
Other General Expense							#DIV/0!
Rents							#DIV/0!
Extraordinary Maintenance			3,000	3,000	3,000	-	0.0%
Replacement of Non-Expendible Equipment							#DIV/0!
Property Betterment/Additions							#DIV/0!
Miscellaneous COPS*			676,340	676,340	675,570	770	0.1%
<b>Total Cost of Providing Services</b>							
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	24,558	23,188	1,370	5.9%
<b>Total Operating Appropriations</b>			1,013,490	1,038,048	1,029,538	8,510	0.8%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	24,437	25,812	(1,375)	-5.3%
Operations & Maintenance Reserve							#DIV/0!
Renewal & Replacement Reserve			89,300	89,300	87,130	2,170	2.5%
Municipality/County Appropriation							#DIV/0!
Other Reserves			89,300	113,737	112,942	795	0.7%
<b>Total Non-Operating Appropriations</b>			1,102,790	1,151,785	1,142,480	9,305	0.8%
<b>TOTAL APPROPRIATIONS</b>							#DIV/0!
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>			1,102,790	1,151,785	1,142,480	9,305	0.8%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation							#DIV/0!
Other							#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>							#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ -	\$ 1,102,790	\$ 1,151,785	\$ 1,142,480	\$ 9,305	0.8%

\* 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 \$ - \$ - \$ - \$ 50,674.50 \$ 51,902.40

# Prior Year Adopted Appropriations Schedule

## Highlands Housing Authority

*FY 2019.2020 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>				\$ 126,030	\$ 126,030
Salary & Wages				29,000	29,000
Fringe Benefits				20,000	20,000
Legal				6,000	6,000
Staff Training				6,000	6,000
Travel				19,750	19,750
Accounting Fees				8,000	8,000
Auditing Fees				116,000	116,000
Miscellaneous Administration*				330,780	330,780
Total Administration				330,780	330,780
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				96,820	96,820
Salary & Wages - Maintenance & Operation					-
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor				51,800	51,800
Fringe Benefits				3,200	3,200
Tenant Services				256,000	256,000
Utilities				190,000	190,000
Maintenance & Operation					-
Protective Services				36,000	36,000
Insurance				33,750	33,750
Payment in Lieu of Taxes (PILOT)					-
Terminal Leave Payments				5,000	5,000
Collection Losses					-
Other General Expense					-
Rents					-
Extraordinary Maintenance				3,000	3,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*				675,570	675,570
Total Cost of Providing Services				675,570	675,570
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	23,188
Total Operating Appropriations				1,006,350	1,029,538
<b>NON-OPERATING APPROPRIATIONS</b>					25,812
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve				87,130	87,130
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves				87,130	112,942
Total Non-Operating Appropriations				1,093,480	1,142,480
<b>TOTAL APPROPRIATIONS</b>					-
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>				1,093,480	1,142,480
<b>UNRESTRICTED NET POSITION UTILIZED</b>					-
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized				1,093,480	1,142,480
<b>TOTAL NET APPROPRIATIONS</b>	\$	-	\$	-	\$ 1,093,480
					\$ 1,142,480

\* 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	\$	-	\$	-	\$ 50,317.50	\$ 51,476.90
--------------------------------------	----	---	----	---	--------------	--------------

## Debt Service Schedule - Principal

Highlands Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2019.2020	Proposed Budget Year 2021	2022	2023	2024	2025		2026	Thereafter
First Mortgage Investors	\$ 23,188	\$ 24,558	\$ 25,940	\$ 27,399	\$ 28,885	\$ 30,565	\$ 32,284	\$ 282,315	\$ 451,946
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
<b>TOTAL PRINCIPAL</b>	<b>\$ 23,188</b>	<b>\$ 24,558</b>	<b>\$ 25,940</b>	<b>\$ 27,399</b>	<b>\$ 28,885</b>	<b>\$ 30,565</b>	<b>\$ 32,284</b>	<b>\$ 282,315</b>	<b>\$ 451,946</b>
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$ 23,188	\$ 24,558	\$ 25,940	\$ 27,399	\$ 28,885	\$ 30,565	\$ 32,284	\$ 282,315	\$ 451,946

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.			
	Moody's	Fitch	Standard & Poors
Bond Rating	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A
If no Rating type in Not Applicable			



## Debt Service Schedule - Interest

Highlands Housing Authority

If Authority has no debt X this box

		<i>Fiscal Year Ending in</i>					Total Interest	
Adopted Budget Year 2019,2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Payments Outstanding
25,812	24,437	23,056	21,597	20,110	18,430	16,711	51,644	175,985
25,812	24,437	23,056	21,597	20,110	18,430	16,711	51,644	175,985
\$ 25,812	\$ 24,437	\$ 23,056	\$ 21,597	\$ 20,110	\$ 18,430	\$ 16,711	\$ 51,644	\$ 175,985

First Mortgage Investors  
 Type In Issue Name  
 Type In Issue Name  
 Type In Issue Name  
**TOTAL INTEREST**  
**LESS: HUD SUBSIDY**  
**NET INTEREST**



2020 (2020-2021)  
HIGHLANDS

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2020 (2020-2021) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

**HIGHLANDS**

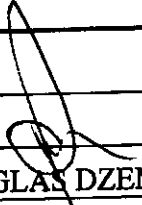
(Name)

FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021

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 26th day of May, 2020.

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		

# 2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

## HIGHLANDS Housing Authority

(Name)

FISCAL YEAR: FROM: 7-1-2020 TO: 6-30-2021

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 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? *The Authority's 5 year plan is prepared in consultation with Authority's 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 a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? *20 YEARS*
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 Funding or Other sources) *NONE*
5. Have the current capital projects been reviewed and approved by HUD? *YES*

*Add additional sheets if necessary.*

# Proposed Capital Budget

Highlands Housing Authority  
 For the Period July 1, 2020 to June 30, 2021

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<b>Public Housing Management</b>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>					
<b>Section 8</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>					
<b>Housing Voucher</b>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>-</b>					
<b>Other Programs</b>						
RAD Rehab Work	109,900					\$ 109,900
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	<b>109,900</b>					<b>109,900</b>
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 109,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 109,900</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

Highlands Housing Authority  
 For the Period July 1, 2020 to June 30, 2021

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2021	2022	2023	2024	2025	2026
<b>Public Housing Management</b>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>Section 8</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>Housing Voucher</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>Other Programs</b>							
RAD Rehab Work	201,400	109,900	\$ 10,500	\$ 12,500	\$ 38,000	\$ 30,500	
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	201,400	109,900	-	10,500	12,500	38,000	30,500
<b>TOTAL</b>	<b>\$ 201,400</b>	<b>\$ 109,900</b>	<b>\$ -</b>	<b>\$ 10,500</b>	<b>\$ 12,500</b>	<b>\$ 38,000</b>	<b>\$ 30,500</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

Highlands Housing Authority

For the Period July 1, 2020 to June 30, 2021

	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	201,400					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	201,400					
Total	201,400	-	-	-	-	201,400
<b>TOTAL</b>	<b>\$ 201,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 201,400</b>
Total 5 Year Plan per CB-4	\$ 201,400					
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.