

*Authority Budget of:*

**ADOPTED COPY**

*Highlands Housing Authority*

State Filing Year

2019

MAY 17 2019

*For the Period:*

*July 1, 2019*

*to*

*June 30, 2020*

JUN 25 2019

**ADOPTED COPY  
APPROVED COPY**

[www.highlandshousingauthority.org](http://www.highlandshousingauthority.org)

Authority Web Address

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

# **2019 HOUSING AUTHORITY BUDGET**

## **Certification Section**

2019

**HIGHLANDS**

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM JULY 1, 2019 TO JUNE 30, 2020

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: Paul D. Cwert CPA, RMA Date: 6/6/2019

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

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

By: Paul D. Cwert CPA, RMA Date: 6/26/2019

# 2019 PREPARER'S CERTIFICATION

## HIGHLANDS

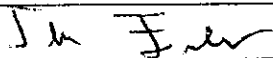
(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2019 TO: 6-30-2020

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 PERTH AMBOY, NJ 08862		
Phone Number:	732-826-3118	Fax Number:	732-826-3111
E-mail address	tfurlong@perthamboyha.org		

# 2019 APPROVAL CERTIFICATION

## HIGHLANDS

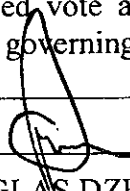
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7-1-2019 TO: 6-30-2020

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 23<sup>rd</sup> day of APRIL, 2019.

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.highlandshar.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
- 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.

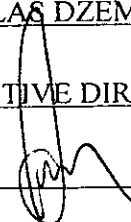
Name of Officer Certifying compliance

DOUGLAS DZEMA

Title of Officer Certifying compliance

EXECUTIVE DIRECTOR

Signature

 5/15/19

# 2019 HOUSING AUTHORITY BUDGET RESOLUTION

## HIGHLANDS

(Name)

**FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020**

WHEREAS, the Annual Budget and Capital Budget for the HIGHLANDS Housing Authority for the fiscal year beginning, 7/1/2019 and ending, 6/30/2020 has been presented before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 4/23/2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,179,630 , Total Appropriations, including any Accumulated Deficit if any, of \$ 1,142,480 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 948,287 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the HIGHLANDS Housing Authority, at an open public meeting held on 4/23/2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, 7/1/2019 and ending, 6/30/2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the HIGHLANDS Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 6/25/2019.

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

4-23-19  
(Date)

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			

# 2019 ADOPTION CERTIFICATION

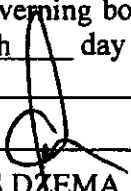
## HIGHLANDS

(Name)

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020

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 18th day of JUNE, 2019.

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		



# 2019 ADOPTED BUDGET RESOLUTION

## HIGHLANDS (Name) HOUSING AUTHORITY

**FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020**

WHEREAS, the Annual Budget and Capital Budget/Program for the HIGHLANDS Housing Authority for the fiscal year beginning 7/1/2019 and ending, 6/30/2020 has been presented for adoption before the governing body of the HIGHLANDS Housing Authority at its open public meeting of 6/18/2019; 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 \$ 1,179,630, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,142,480 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 948,287 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 6/18/2019 that the Annual Budget and Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning, 7/1/2019 and, ending, 6/30/2020 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)

6-18-19  
(Date)

Moved by: Ray Goddard	Seconded: Ida Tkoch			
Governing Body	Recorded Vote			
Member:	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			

# **2019 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

**2019 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
HIGHLANDS  
(Name)**

**AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020**

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 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 2019/2019-2020 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, 45**) N/A

**HIGHLANDS HOUSING AUTHORITY**  
**EXPLANATION OF BUDGET VARIANCES OVER 10%**  
**JUNE 30<sup>TH</sup>, 2020**

**OPERATING REVENUES:**

Dwelling Rental-(+12.8%) Tenant income increased causing increase in their rents

Interest-(+20.7%) Due to increase in earnings rates

**APPROPRIATIONS:**

Misc. Admin-(+15.2%) Increase in software costs due to conversion to a new program

Insurance - (+20.0%) Increase in insurance premiums due to past insurance claims

PILOT-(+38.7%) Increase in dwelling rent resulted in an increased pilot.

# HOUSING AUTHORITY CONTACT INFORMATION 2019

Please complete the following information regarding this Housing 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		
<b>Preparer's Address:</b>	881 AMBOY AVENUE, P.O. BOX 390		
<b>City, State, Zip:</b>	PERTH AMBOY	NJ	08872
<b>Phone: (ext.)</b>	732-826-3118	<b>Fax:</b>	732-826-3111
<b>E-mail:</b>	tfurlong@perthamboyha.org		

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

<b>Chief Financial Officer:</b>	NONE		
<b>Phone: (ext.)</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Name of Auditor:</b>	FRANCIS J. MC CONNELL		
<b>Name of Firm:</b>	FRANCIS J. MC CONNELL. CPA		
<b>Address:</b>	6225 RISING SUN AVENUE		
<b>City, State, Zip:</b>	PHILADELPHIA	PA	19111
<b>Phone: (ext.)</b>	215-742-3428	<b>Fax:</b>	
<b>E-mail:</b>	fjmccconnell@92outlook.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHLANDS  
(Name)

FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020

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 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 9
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018) Transmittal of Wage and Tax Statements: 192,554.06
- 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, 2018 or 2019 deadline has passed 2018 or 2019) 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? 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.**
- 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.





THE HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

019648

**Dzema, Douglas**  
 Invoice Number  
 12/18/18

Date  
 12/18/2018

PO Number

Check Number: 19648

Item Description  
 Board/staff meeting dinner 12/18/18

Date: 1/3/2019

Item Amount  
 \$1,172.06

Amount: \$1,172.06  
 Discount \$0.00  
 Paid \$1,172.06

REORDER FORM #123LB1 (1 PART)

Acct Num: \*\*\*\*\*3199  
 Exp Date: \*\*/\*\*  
 Card Entry: SWIPED  
 Trans Type: PURCHASE  
 Auth Code: 060640  
 Check: 377  
 Table: 42-1  
 Server: 102 Carlos

Amount: \$972.06

TIP \_\_\_\_\_

TOTAL: \$1,972.06

Signature: [Signature]

CUSTOMER COPY

	FRUIT & VEG	12.00
3	Fritto Misto	72.00
3	Egg Parm App	48.00
3	Baked Capellini	72.00
4	**FIRE**	0.00
3	Sea Bass	114.00
3	Filet Mignon	135.00
1	Rack of Lamb	48.00
1	Steamed Lobster	45.00
3	Gnocchi	96.00
1	Red Snapper	38.00
1	Scallops Rissoto	34.00
1	Hot Tea	2.50
4	Coffee	10.00
2	Decaf coffee	5.00
1	Open Dessert	45.00
	testing tray	
1	Open Dessert	45.00
	testing tray	

SUBTOTAL 909.50  
 Tax 62.56

TOTAL DUE \$972.06

Thank You.

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

(Name)

**FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020**

*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, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 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, 2019 to June 30, 2020  
 Highlands Housing Authority

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Position			Average Hours per Week Dedicated to 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.)	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											Highest Compensated Employee	Former		
Gloria Miller	Chairperson	X			None			None						0				
Dolores Francy	Vice Chair	2 X	X		None			0 State of NJ	Retired Pension	0	2,881			2,881				
Mae Rugg	Treasurer	2 X	X		None			0 None						0				
Rebecca Kane	Commissioner	2 X			None			0 None						0				
Ellen Williams	Commissioner	2 X			None			0 None						0				
Ida Tkoch	Commissioner	2 X			None			0 None						0				
Ray Goddard	Commissioner	2 X			None			0 None						0				
Douglas Dzema	Executive Director	5	X		None			0 Perth Amboy HA		35+	208,989	79,000		287,989				
													\$	211,870	\$	79,000	\$	290,870

(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, 2019 to June 30, 2020

	# of Covered Members (Medical & Rx)	Annual Cost		# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
		Estimate per Employee Proposed Budget	Total Estimate Proposed Budget					
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	1	\$ 12,388	\$ 12,388	1	\$ 12,086	\$ 12,086	\$ 302	2.5%
Parent & Child		-	-		-	-	-	#DIV/0!
Employee & Spouse (or Partner)	1	24,776	24,776	1	24,172	24,172	604	2.5%
Family		-	-		-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )			(3,200)			(3,080)	(120)	3.9%
Subtotal	2		33,964	2		33,178	786	2.4%
<b>Commissioners - Health Benefits - Annual Cost</b>								
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		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
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		-	-	#DIV/0!
<b>GRAND TOTAL</b>	<b>2</b>		<b>\$ 33,964</b>	<b>2</b>		<b>\$ 33,178</b>	<b>\$ 786</b>	<b>2.4%</b>

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

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



## Schedule of Shared Service Agreements

Highlands Housing Authority

For the Period

July 1, 2019

to

June 30, 2020

*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		Amount to be Received by/ Paid from Authority
				Effective Date	End Date	
North Amboy Housing Authority	Highlands Housing Authority	Management Services		1/1/2019	12/31/2019	\$ 46,320
North Amboy Housing Authority	Highlands Housing Authority	Accounting Services		1/1/2019	12/31/2019	\$ 19,440

If No Shared Services X this Box

**2019 HOUSING AUTHORITY BUDGET**  
**Financial Schedules Section**



# SUMMARY

Highlands Housing Authority  
 For the Period July 1, 2019 to June 30, 2020

	<b>FY 2020 Proposed Budget</b>			<b>FY 2018-2109 Adopted Budget</b>		<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>			
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations			
<b>REVENUES</b>										
Total Operating Revenues	\$	-	\$	-	\$	1,172,980	\$ 45,885	4.1%		
Total Non-Operating Revenues	-	-	-	6,650	6,650	5,510	1,140	20.7%		
Total Anticipated Revenues	-	-	-	1,179,630	1,179,630	1,132,605	47,025	4.2%		
<b>APPROPRIATIONS</b>										
Total Administration	-	-	-	330,780	330,780	308,490	22,290	7.2%		
Total Cost of Providing Services	-	-	-	675,570	675,570	661,450	14,120	2.1%		
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	23,188	24,029	(841)	-3.5%	
Total Operating Appropriations	-	-	-	1,006,350	1,029,538	993,969	35,569	3.6%		
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	87,130	25,812	28,979	(3,167)	-10.9%
Total Other Non-Operating Appropriations	-	-	-	87,130	87,130	85,000	2,130	2,130	2.5%	
Total Non-Operating Appropriations	-	-	-	87,130	112,942	113,979	(1,037)	(1,037)	-0.9%	
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	-	-	-	1,093,480	1,142,480	1,107,948	34,532	34,532	3.1%	
less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	-	-	-	1,093,480	1,142,480	1,107,948	34,532	34,532	3.1%	
ANTICIPATED SURPLUS (DEFICIT)	\$	-	\$	-	\$	86,150	\$ 37,150	\$ 24,657	\$ 12,493	50.7%

<b>HIGHLANDS HOUSING AUTHORITY</b> <b>HOUSING PROGRAMS</b> <b>BUDGET WORKSHEET</b> <b>JUNE 30, 2020</b>			
ACCOUNT NAME	PHA-ACTUAL 6/30/2018	BUDGET 6/30/2019	BUDGET 6/30/2020
DWELLING RENT	520,944	526,220	593,530
EXCESS UTILITIES	2,964	0	0
INTEREST INCOME	7,841	5,510	6,650
TENANT CHARGES	2,230	4,000	4,000
OTHER INCOME	271,846	9,000	8,500
OPERATING SUBSIDY - RAD	414,596	587,875	566,950
<b>TOTAL INCOME</b>	<b>1,220,421</b>	<b>1,132,605</b>	<b>1,179,630</b>
ADMINISTRATIVE SALARIES	107,191	119,110	126,030
LEGAL	58,627	20,000	20,000
TRAINING	841	6,000	6,000
TRAVEL	482	6,000	6,000
AUDITING	9,434	8,000	8,000
ACCOUNTING	18,645	19,180	19,750
SUNDRY	120,492	100,700	116,000
<b>TOTAL ADMIN.</b>	<b>315,712</b>	<b>278,990</b>	<b>301,780</b>
TENANT SERVICES MATERIALS	2,783	3,000	3,200
TENANT SERVICES CONTRACTS	0	0	0
<b>TOTAL TENANT SVCS.</b>	<b>2,783</b>	<b>3,000</b>	<b>3,200</b>
WATER	24,867	28,970	29,000
ELECTRIC	63,117	84,995	82,000
GAS	58,431	68,360	70,000
SEWER/BOILER TREATMENT	55,140	79,175	75,000
<b>TOTAL UTILITIES</b>	<b>201,555</b>	<b>261,500</b>	<b>256,000</b>
MAINTENANCE LABOR	87,692	95,760	96,820
MAINTENANCE MATERIALS	38,453	37,500	40,000
CONTRACT COSTS	138,093	149,050	150,000
<b>TOTAL MAINTENANCE</b>	<b>264,238</b>	<b>282,310</b>	<b>286,820</b>
PROTECTIVE SERVICES	0	0	0
INSURANCE	29,480	30,000	36,000
PILOT	32,235	24,340	33,750
EMPLOYEE BENEFIT CONTR.	48,704	81,800	60,800
EXTRAORDINARY MAINTENANCE	90,643	0	0
DEBT SERVICE	0	53,008	49,000
RESERVE FOR REPLACEMENT	0	85,000	87,130
COLLECTION LOSSES	1,915	5,000	5,000
EQUIPMENT	52,975	3,000	3,000
<b>TOTAL GENERAL</b>	<b>255,952</b>	<b>282,148</b>	<b>294,680</b>
<b>TOTAL EXPENDITURES</b>	<b>1,040,240</b>	<b>1,107,948</b>	<b>1,142,480</b>
RESIDUAL RECEIPTS	180,181	24,657	37,150
RESERVE - JULY 1ST	201,946	382,127	406,784
RESERVE - JUNE 30TH	382,127	406,784	443,934

# Revenue Schedule

## Highlands Housing Authority

For the Period July 1, 2019 to June 30, 2020

	<i>FY 2020 Proposed Budget</i>				FY 2018.2109 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
						All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental			593530		593,530	526,220	67,310 12.8%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy			566950		566,950	587,875	(20,925) -3.6%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	#DIV/0!
Total Rental Fees	-	-	-	1,160,480	1,160,480	1,114,095	46,385 4.2%
<i>Other Operating Revenues (List)</i>							
Capital Fund					-	-	#DIV/0!
Tenant Charges			4000		4,000	4,000	0.0%
Laundry Commissions			3000		3,000	3,000	0.0%
Late Fees			5500		5,500	6,000	(500) -8.3%
Capital Fund Administration					-	-	#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	-	-	-	12,500	12,500	13,000	(500) -3.8%
Total Operating Revenues	-	-	-	1,172,980	1,172,980	1,127,095	45,885 4.1%
<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!
Total Other Non-Operating Revenue	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned			6,650		6,650	5,510	1,140 20.7%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	-	-	-	6,650	6,650	5,510	1,140 20.7%
Total Non-Operating Revenues	-	-	-	6,650	6,650	5,510	1,140 20.7%
<b>TOTAL ANTICIPATED REVENUES</b>	\$ -	\$ -	\$ -	\$ 1,179,630	\$ 1,179,630	\$ 1,132,605	\$ 47,025 4.2%

# Prior Year Adopted Revenue Schedule

## Highlands Housing Authority

### FY 2018.2109 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				526,220	\$ 526,220
Dwelling Rental					-
Excess Utilities					-
Non-Dwelling Rental				587,875	587,875
HUD Operating Subsidy					-
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	-	-	-	1,114,095	1,114,095
<i>Other Revenue (List)</i>					
Capital Fund				4,000	4,000
Tenant Charges				3,000	3,000
Laundry Commissions				6,000	6,000
Late Fees					-
Capital Fund Administration					-
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	-	-	-	13,000	13,000
Total Operating Revenues	-	-	-	1,127,095	1,127,095
<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 Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned				5,510	5,510
Penalties					-
Other					-
Total Interest	-	-	-	5,510	5,510
Total Non-Operating Revenues	-	-	-	5,510	5,510
<b>TOTAL ANTICIPATED REVENUES</b>	\$ -	\$ -	\$ -	\$ 1,132,605	\$ 1,132,605

# Appropriations Schedule

Highlands Housing Authority  
For the Period July 1, 2019 to June 30, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2018.2109 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
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages			126,030	\$ 126,030	\$ 119,110	\$ 6,920	5.8%
Fringe Benefits			29,000	29,000	29,500	(500)	-1.7%
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			19,750	19,750	19,180	570	3.0%
Auditing Fees			8,000	8,000	8,000	-	0.0%
Miscellaneous Administration*			116,000	116,000	100,700	15,300	15.2%
Total Administration	-	-	330,780	330,780	308,490	22,290	7.2%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation			96,820	96,820	95,760	1,060	1.1%
Salary & Wages - Protective Services				-	-	-	#DIV/0!
Salary & Wages - Utility Labor				-	-	-	#DIV/0!
Fringe Benefits			51,800	51,800	52,300	(500)	-1.0%
Tenant Services			3,200	3,200	3,000	200	6.7%
Utilities			256,000	256,000	261,500	(5,500)	-2.1%
Maintenance & Operation			190,000	190,000	186,550	3,450	1.8%
Protective Services				-	-	-	#DIV/0!
Insurance			36,000	36,000	30,000	6,000	20.0%
Payment in Lieu of Taxes (PILOT)			33,750	33,750	24,340	9,410	38.7%
Terminal Leave Payments				-	-	-	#DIV/0!
Collection Losses			5,000	5,000	5,000	-	0.0%
Other General Expense				-	-	-	#DIV/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	-	-	675,570	675,570	661,450	14,120	2.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	23,188	24,029	(841)	-3.5%
Total Operating Appropriations	-	-	1,006,350	1,029,538	993,969	35,569	3.6%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	25,812	28,979	(3,167)	-10.9%
Operations & Maintenance Reserve				-	-	-	#DIV/0!
Renewal & Replacement Reserve			87,130	87,130	85,000	2,130	2.5%
Municipality/County Appropriation				-	-	-	#DIV/0!
Other Reserves				-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	87,130	112,942	113,979	(1,037)	-0.9%
<b>TOTAL APPROPRIATIONS</b>	-	-	1,093,480	1,142,480	1,107,948	34,532	3.1%
<b>ACCUMULATED DEFICIT</b>				-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	-	-	1,093,480	1,142,480	1,107,948	34,532	3.1%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ -	\$ 1,093,480	\$ 1,142,480	\$ 1,107,948	\$ 34,532	3.1%

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

# Prior Year Adopted Appropriations Schedule

## Highlands Housing Authority

FY 2018.2109 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages				\$ 119,110	\$ 119,110
Fringe Benefits				29,500	29,500
Legal				20,000	20,000
Staff Training				6,000	6,000
Travel				6,000	6,000
Accounting Fees				19,180	19,180
Auditing Fees				8,000	8,000
Miscellaneous Administration*				100,700	100,700
Total Administration	-	-	-	308,490	308,490
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation				95,760	95,760
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits				52,300	52,300
Tenant Services				3,000	3,000
Utilities				261,500	261,500
Maintenance & Operation				186,550	186,550
Protective Services					-
Insurance				30,000	30,000
Payment in Lieu of Taxes (PILOT)				24,340	24,340
Terminal Leave Payments					-
Collection Losses				5,000	5,000
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment				3,000	3,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	-	-	-	661,450	661,450
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	24,029
Total Operating Appropriations	-	-	-	969,940	993,969
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	28,979
Renewal & Replacement Reserve				85,000	85,000
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	85,000	113,979
<b>TOTAL APPROPRIATIONS</b>	-	-	-	1,054,940	1,107,948
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	-	-	-	1,054,940	1,107,948
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ -	\$ -	\$ 1,054,940	\$ 1,107,948

\* 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
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# 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 2018-2109	Proposed Budget Year 2020	2021	2022	2023	2024		2025	Thereafter	
First Mortgage Investors	\$ 24,029	\$ 23,188	\$	\$ 24,558	\$ 25,940	\$ 27,399	\$ 28,885	\$ 30,565	\$ 315,440	\$ 475,975
Type in Issue Name										
Type in Issue Name										
Type in Issue Name										
<b>TOTAL PRINCIPAL</b>	24,029	23,188		24,558	25,940	27,399	28,885	30,565	315,440	475,975
<b>LESS: HUD SUBSIDY</b>										
<b>NET PRINCIPAL</b>	\$ 24,029	\$ 23,188	\$	\$ 24,558	\$ 25,940	\$ 27,399	\$ 28,885	\$ 30,565	\$ 315,440	\$ 475,975

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>	
Moody's	Standard & Poors
N/A	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

	Fiscal Year Ending in					Total Interest Payments Outstanding		
	Proposed Budget Year 2020	2021	2022	2023	2024		2025	Thereafter
Adopted Budget Year 2018-2109	28,979							
First Mortgage Investors	25,812	24,437	23,056	21,597	20,110	18,430	71,522	204,964
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>TOTAL INTEREST</b>	<b>25,812</b>	<b>24,437</b>	<b>23,056</b>	<b>21,597</b>	<b>20,110</b>	<b>18,430</b>	<b>71,522</b>	<b>204,964</b>
<b>LESS: HUD SUBSIDY</b>								
<b>NET INTEREST</b>	<b>\$ 25,812</b>	<b>\$ 24,437</b>	<b>\$ 23,056</b>	<b>\$ 21,597</b>	<b>\$ 20,110</b>	<b>\$ 18,430</b>	<b>\$ 71,522</b>	<b>\$ 204,964</b>



# Net Position Reconciliation

Highlands Housing Authority

For the Period July 1, 2019

to

June 30, 2020

## FY 2020 Proposed Budget

	Housing			Total All Operations
	Public Housing Management	Section 8	Voucher	
	\$	-	\$	
			2,554,193	\$2,554,193
			2,172,166	2,172,166
			-	-
			-	-
			382,027	382,027
			503,916	503,916
			24,657	24,657
			-	-

**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	-	-	-	910,600	910,600
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

	\$	-	\$	-	\$	910,600	\$	910,600
--	----	---	----	---	----	---------	----	---------

- (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 \$ - \$ - \$ - \$ 50,318 \$ 51,477
- (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.

2019  
HIGHLANDS

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## HIGHLANDS

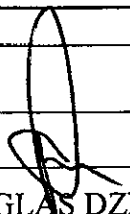
(Name)

**FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020**

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 23<sup>RD</sup> day of APRIL, 2019.

**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		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## HIGHLANDS Housing Authority

(Name)

FISCAL YEAR: FROM: 7/1/2019 TO: 6/30/2020

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, 2019 to June 30, 2020

	Estimated Total Cost	<i>Funding Sources</i>				
		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	459,750					\$ 459,750
RAD Rehab Work- Senior	488,537					488,537
Appliances	-					
Type in Description	-					
Total	948,287	-	-	-	-	948,287
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 948,287</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 948,287</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, 2019 to June 30, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2020	2021	2022	2023	2024	2025
<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	504,650	459,750	\$ 44,900				
RAD Rehab Work- Senior	614,537	488,537	65,000		10,500	12,500	38,000
Appliances	-	-					
Type in Description	-	-					
Total	1,119,187	948,287	109,900	-	10,500	12,500	38,000
<b>TOTAL</b>	<b>\$ 1,119,187</b>	<b>\$ 948,287</b>	<b>\$ 109,900</b>	<b>\$ -</b>	<b>\$ 10,500</b>	<b>\$ 12,500</b>	<b>\$ 38,000</b>

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

# 5 Year Capital Improvement Plan Funding Sources

## Highlands Housing Authority

For the Period July 1, 2019 to June 30, 2020

	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	-					
<b>Total</b>	-					
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	-					
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
<b>Total</b>	-					
<i>Other Programs</i>						
RAD Rehab Work- Family	504,650					
RAD Rehab Work- Senior	614,537					
Appliances	-					
Type in Description	-					
<b>Total</b>	1,119,187					
<b>TOTAL</b>	<b>\$ 1,119,187</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,119,187</b>
Total 5 Year Plan per CB-4	<u>\$ 1,119,187</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.