

# 2013/2014

## HIGHLANDS

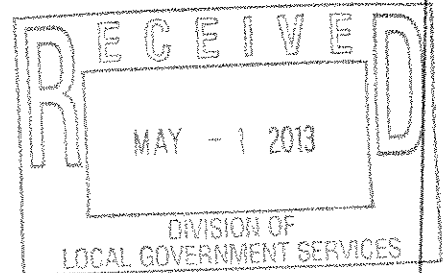
(name)

# Housing Authority Budget

Department Of



Community  
Affairs



Division Of Local Government Services

OCT 15 2013

2013/2014

**HIGHLANDS HOUSING  
AUTHORITY BUDGET**

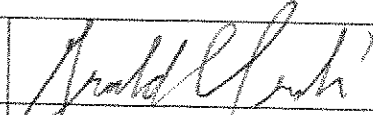
FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014

For Division Use Only

**CERTIFICATION OF APPROVED BUDGET**

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

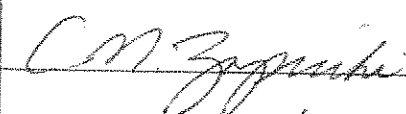
State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services

By:	
Date:	7/23/13

**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:	
Date:	10/17/13

# PREPARER'S CERTIFICATION

of the

2013/2014


HIGHLANDS  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014

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 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 Supplemental Schedules required are completed and attached.

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

# APPROVAL CERTIFICATION

of the

**2013/2014**


HIGHLANDS  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014

It is hereby certified that the Housing Authority Budget, including Supplemental Schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the Members 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, 2013.

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.

Secretary's Signature:			
Name:	DOUGLAS DZEMA		
Title:	EXECUTIVE DIRECTOR		
Address:	881 AMBOY AVE., PO BOX 390 PERTH AMBOY, NJ 08862		
Phone Number:	732-826-3110	Fax Number:	732-826-3111
E-mail address	hapadoug@aol.com		

# HOUSING AUTHORITY INFORMATION SHEET

## 2013/2014

Please complete the following information regarding this Housing Authority:

<b>Name of Authority:</b>	HIGHLANDS HOUSING AUTHORITY		
<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 AVE., PO 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>	tom@perthamboyhousing.org		

<b>Chief Executive Officer:</b>			
<b>Phone: (ext.)</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Chief Financial Officer:</b>			
<b>Phone: (ext.)</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Name of Auditor:</b>			
<b>Name of Firm:</b>	Holman, Frenia, Allison P.C.		
<b>Address:</b>	10 Allen Street, Suite 2B		
<b>City, State, Zip:</b>	Toms River	NJ	08753
<b>Phone: (ext.)</b>	732-797-1333	<b>Fax:</b>	
<b>E-mail:</b>			

Membership of Board of Commissioners (Full Name)	Title
Gloria Miller	Chairperson
Rebecca Kane	Commissioner
Mae Rugg	Commissioner
Daniel Conrad	Commissioner
Ida Tkoch	Commissioner
Richard O'Neil	Commissioner
Dolores Francy	Commissioner

**HIGHLANDS**  
**HOUSING AUTHORITY BUDGET**  
**RESOLUTION**

FISCAL YEAR: FROM 7-1-2013 TO 6-30-2014

WHEREAS, the Annual Budget and Capital Budget for the HIGHLANDS Housing Authority for the fiscal year beginning JULY 1, 2013 and ending JUNE 30, 2014 has been presented before the Members of the HIGHLANDS Housing Authority at its open public meeting of April 23, 2013; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 944,125, Total Appropriations, including any Accumulated Deficit if any, of \$ 944,100 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 29,987 and Total Fund Balance planned to be utilized as funding thereof, of \$ 0; and

WHEREAS, the schedule of rents, fees and other user 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 Members of the HIGHLANDS Housing Authority, at an open public meeting held on April 23, 2013 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the HIGHLANDS Housing Authority for the fiscal year beginning JULY 1, 2013 and ending JUNE 30, 2014 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 June 26, 2013.

\_\_\_\_\_  
 (Secretary's signature)

4-30-13  
 (date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Gloria Miller	X			
Rebecca Kane				
Mae Rugg	X			
Daniel Conrad	X			
Ida Tkoch	X			
Richard O'Neil	X			
Dolores Francy	X			

**2013/2014**  
**HIGHLANDS**

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM 7-1-2013 TO 6-30-2014

**BUDGET MESSAGE**

1. Complete a brief statement on the 2013 proposed Annual Budget and make comparison to the current year's adopted budget. Explain significant increases or decreases, if any. INCREASES                      DECREASES

No Significant Increases

Admin. Salaries	-12,510
Utilities	-14,680
Benefits	-17,800
Subsidy	-50,931

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.

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 Fund Balance in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc.

N/A

5. If the proposed Annual Budget contains an Accumulated Deficit either existing or anticipated, pursuant to N.J.S. 40A:5A-12, then an explanation as to reasons for occurrence must be disclosed.

N/A

6. Is the Authority required to implement project based budgeting and asset management under H.U.D. rules and regulations? If yes, has the Authority Board of Commissioners adopted a Project-based budget?

Yes

2013

HOUSING AUTHORITY BUDGET

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

---ANTICIPATED REVENUES---

OPERATING REVENUES		CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
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TOTAL RENTAL FEES	*	A-1	\$915,125	\$957,276
OTHER OPERATING REVENUES	*	A-2		
	*			
	*			
<b>TOTAL OPERATING REVENUES</b>	*	<b>R-1</b>	<b>\$915,125</b>	<b>\$957,276</b>

NON-OPERATING REVENUES		CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
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OPERATING GRANTS & ENTITLEMENTS	*	A-3	\$10,000	\$12,000
LOCAL SUBSIDIES & DONATIONS	*	A-4		
INTEREST ON INVESTMENTS	*	A-5	\$1,000	\$2,030
OTHER NON-OPERATING REVENUES	*	A-6	\$18,000	\$24,000
<b>TOTAL NON-OPERATING REVENUES</b>	*	<b>R-2</b>	<b>\$29,000</b>	<b>\$38,030</b>
<b>TOTAL ANTICIPATED REVENUES</b> (R-1 + R-2)	*	<b>R-3</b>	<b>\$944,125</b>	<b>\$995,306</b>



2013

HOUSING AUTHORITY BUDGET

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

---BUDGETED APPROPRIATIONS---

--OPERATING APPROPRIATIONS--

ADMINISTRATION

		CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
SALARY & WAGES	*	B-1 *	\$162,680 *	\$175,190 *
FRINGE BENEFITS	*	B-2 *	\$57,039 *	\$69,938 *
OTHER EXPENSES	*	B-3 *	\$131,200 *	\$136,950 *
<b>TOTAL ADMINISTRATION</b>	*	<b>E-1 *</b>	<b>\$350,919 *</b>	<b>\$382,078 *</b>

COST OF PROVIDING SERVICES

		CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
SALARY & WAGES	*	B-4 *	\$75,650 *	\$77,380 *
FRINGE BENEFITS	*	B-5 *	\$28,261 *	\$33,162 *
OTHER EXPENSES	*	B-6 *	\$489,270 *	\$502,250 *
<b>TOTAL COST OF PROVIDING SERVICES</b>	*	<b>E-2 *</b>	<b>\$593,181 *</b>	<b>\$612,792 *</b>
NET PRINCIPAL DEBT PAYMENTS IN LIEU OF DEPRECIATION	*	D-1 *		
<b>TOTAL OPERATING APPROPRIATIONS</b> (E-1 + E-2 + D-1)	*	<b>E-3 *</b>	<b>\$944,100 *</b>	<b>\$994,870 *</b>

2013

# HOUSING AUTHORITY BUDGET

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

## --BUDGETED APPROPRIATIONS--

### --NON-OPERATING APPROPRIATIONS--

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		CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
NET INTEREST DEBT PAYMENTS	*	D-2 *		*
RETAINED EARNINGS	*	C-1 *		*
RETAINED EARNINGS - SECT 8	*	C-2 *		*
OTHER NON-OPERATING APPROPRIATIONS	*	C-3 *		*
OTHER (SECT. 8 / HOUSING VOUCHER)	*	C-4 *		*
TOTAL NON-OPERATING APPROPRIATIONS (D-2+C-1+C-2+C-3+C-4)	*	E-4 *		*
ACCUMULATED DEFICIT	*	E-5 *		*
TOTAL OPERATING & NON-OPERATING APPROPRIATIONS & ACCUMULATED DEFICIT (E-3+E-4+E-5)	*	E-6 *	\$944,100	\$994,870
LESS : RETAINED EARNINGS UTILIZED TO BALANCE BUDGET	*	R-4 *		*
TOTAL APPROPRIATIONS AND RETAINED EARNINGS (E-6 - R-4)	*	E-7 *	\$944,100	\$994,870

# ADOPTION CERTIFICATION


of the 2013/2014

HIGHLANDS  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014

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 Members body of the HIGHLANDS Housing Authority on the 23rd day of July, 2013.

Secretary's Signature:			
Name:	DOUGLAS DZEMA		
Title:	EXECUTIVE DIRECTOR		
Address:	881 AMBOY AVE., PO BOX 390 PERTH AMBOY, NJ 08862		
Phone Number:	732-826-3110	Fax Number:	732-826-3111
E-mail address	hapadoug@aol.com		

2013/2014

HIGHLANDS  
(Name)

**HOUSING AUTHORITY BUDGET  
ADOPTED BUDGET RESOLUTION**

**FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014**

WHEREAS, the Annual Budget and Capital Budget/Program for the HIGHLANDS Housing Authority for the fiscal year beginning JULY 1, 2013 and ending JUNE 30, 2014 has been presented for adoption before the Members of the HIGHLANDS Housing Authority at its open public meeting of July 23, 2013; 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 \$ 944,125, Total Appropriations, including any Accumulated Deficit, if any, of \$ 944,100 and Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 29,987 and Total Fund Balance planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the Members of Authority, at a open public meeting held on July 23, 2013 that the Annual Budget and Capital Budget/Program of the Housing Authority for the fiscal year beginning JULY 1, 2013 and, ending JUNE 30, 2014 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)

10-9-13  
(date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Gloria Miller, Chair	X			
Rebecca Kane, Commissioner	X			X
Mae Rugg, Commissioner	X			
Daniel Conrad, Commissioner	X			
Ida Tkoch, Commissioner	X			
Richard O'Neil, Commissioner	X			
Dolores Francy, Commissioner	X			

2013/2014

HIGHLANDS

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# CERTIFICATION

of the

2013/2014

HIGHLANDS  
(Name)


## HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014

It is hereby certified that the 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 Members of the Highlands Housing Authority, on the 23<sup>rd</sup> day of April, 2013.

**OR**

It is further certified that the Members 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): \_\_\_\_\_

Secretary's Signature:			
Name:	DOUGLAS DZEMA		
Title:	EXECUTIVE DIRECTOR		
Address:	881 AMBOY AVE., PO BOX 390 PERTH AMBOY, NJ 08862		
Phone Number:	732-826-3110	Fax Number:	732-826-3111
E-mail address	hapadoug@aol.com		

**2013/2014**

HIGHLANDS  
(Name)

**HOUSING AUTHORITY  
CAPITAL BUDGET/PROGRAM**

**FISCAL YEAR: FROM 7-1-2013 TO: 6-30-2014**

**CAPITAL BUDGET/PROGRAM MESSAGE**

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 spend 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 boards, governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the authority?

The Annual and Five Year Plan was 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 authority prepared a long-term (10-20 years) infrastructure needs assessment?

5 Years

4. Are any of the capital projects/project financings being undertaken in a community which has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives?

No

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. Has the project been reviewed and approved by HUD?

Yes

2013

# HOUSING AUTHORITY CAPITAL BUDGET

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th,2014

## PROPOSED YEAR'S CAPITAL IMPROVEMENT PLAN

PROJECTS	ESTIMATED TOTAL COST	FUNDING SOURCES			
		RETAINED EARNINGS	RENEWAL & REPLACEMENT RESERVE	DEBT AUTHORIZATION	OTHER SOURCES
A A/E Fees	\$8,000				\$8,000
B Emergency Generator-JPM	\$4,987				\$4,987
C Façade restoration-PTAK	\$17,000				\$17,000
D					
E					
F					
G					
H					
I					
J					
K					
L					
M					
N					
TOTAL	<u>\$29,987</u>				<u>\$29,987</u>



2013

# HOUSING AUTHORITY CAPITAL PROGRAM

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

## 5 YEAR CAPITAL IMPROVEMENT PLAN COSTS

<u>PROJECTS</u>	<u>ESTIMATED TOTAL COST</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
A A/E Services	\$18,800	\$3,000	\$5,100	\$4,500	\$6,200	
B Boilers -PTAK	\$10,000	\$10,000				
C Replace piping-PTAK	\$11,000	\$11,000				
D Replace Flooring-PTAK	\$2,750	\$2,750				
E Site Work-All	\$6,000	\$1,500	\$1,500	\$1,500	\$1,500	
F Apt. Renovations-All	\$8,000	\$2,000	\$2,000	\$2,000	\$2,000	
G Roof-PTAK	\$10,000		\$10,000			
H Fire Pumps-PTAK	\$10,000		\$10,000			
I Common Area Furniture-PTAK	\$3,000		\$3,000			
J Kitchens-JPM	\$35,000			\$20,000	\$15,000	
K CCTV Security-PTAK	\$2,000				\$2,000	
L Generator-PTAK	\$3,000				\$3,000	
M						
N						
<b>TOTAL</b>	<u>\$119,550</u>	<u>\$30,250</u>	<u>\$31,600</u>	<u>\$28,000</u>	<u>\$29,700</u>	

2013

# HOUSING AUTHORITY CAPITAL PROGRAM

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th,2014

5 YEAR CAPITAL PLAN FUNDING SOURCES: From Year 2013 to Year 2017

PROJECTS	ESTIMATED TOTAL COST	FUNDING SOURCES			
		RETAINED EARNINGS	RENEWAL & REPLACEMENT RESERVE	DEBT AUTHORIZATION	OTHER SOURCES
A A/E Services	\$18,800				\$18,800
B Boilers -PTAK	\$10,000				\$10,000
C Replace piping-PTAK	\$11,000				\$11,000
D Replace Flooring-PTAK	\$2,750				\$2,750
E Site Work-All	\$6,000				\$6,000
F Apt. Renovations-All	\$8,000				\$8,000
G Roof-PTAK	\$10,000				\$10,000
H Fire Pumps-PTAK	\$10,000				\$10,000
I Common Area Furniture-PTAK	\$3,000				\$3,000
J Kitchens-JPM	\$35,000				\$35,000
K CCTV Security-PTAK	\$2,000				\$2,000
L Generator-PTAK	\$3,000				\$3,000
M					
N					
<b>TOTAL</b>	<b>\$119,550</b>				<b>\$119,550</b>

2013/2014  
HIGHLANDS  
(Name)  
HOUSING  
AUTHORITY  
SUPPLEMENTAL  
SCHEDULES

STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

2013

**HOUSING AUTHORITY BUDGET**

SUPPLEMENTAL SCHEDULES

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

==== OPERATING REVENUES ====

---RENTAL FEES---	CROSS REF	TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
HOMEBUYERS MONTHLY PAYMENTS	* Line 80 *					*
DWELLING RENTAL	* Line 70 *	\$520,220	\$520,220			*
EXCESS UTILITIES	* Line 80 *	\$8,520	\$8,520			*
NON-DWELLING RENTAL	* Line 90 *					*
HUD OPERATING SUBSIDY	* Line 690 *	\$386,385	\$386,385			*
OTHER INCOME	* Line 120 *					*
NEW CONSTRUCTION-ACC SECTION 8	* Line 13 *					*
VOUCHER-ACC HOUSING VOUCHER	* Line 13 *					*
<b>TOTAL RENTAL FEES</b>	* A-1 *	<b>\$915,125</b>	<b>\$915,125</b>			*

---OTHER OPERATING REVENUES---

LIST IN DETAIL:		TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
(1)	* *					*
(2)	* *					*
(3)	* *					*
(4)	* *					*
(5)	* *					*
<b>TOTAL OTHER OPERATING REVENUES</b>	* A-2 *					*

2013

HOUSING AUTHORITY BUDGET  
SUPPLEMENTAL SCHEDULES

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

==== NON-OPERATING REVENUES ====

---GRANTS &---  
---ENTITLEMENTS---

			<u>TOTAL</u>	<u>PUBLIC HOUSING</u>	<u>SECT. 8 NEW CONS</u>	<u>HOUSING VOUCHERS</u>	<u>OTHER PROGRAMS</u>	
LIST IN DETAIL:								
(1) Capital Fund	*	*	\$10,000				\$10,000	*
(2)	*	*						*
(3)	*	*						*
(4)	*	*						*
(5)	*	*						*
TOTAL GRANTS & ENTITLEMENTS	*	A-3	<u>\$10,000</u>				<u>\$10,000</u>	*

---LOCAL SUBSIDIES---  
---& DONATIONS---

			<u>TOTAL</u>	<u>PUBLIC HOUSING</u>	<u>SECT. 8 NEW CONS</u>	<u>HOUSING VOUCHERS</u>	<u>OTHER PROGRAMS</u>	
LIST IN DETAIL:								
(1)	*	*						*
(2)	*	*						*
(3)	*	*						*
(4)	*	*						*
(5)	*	*						*
TOTAL SUBSIDIES & DONATIONS	*	A-4	<u></u>				<u></u>	*

2013

**HOUSING AUTHORITY BUDGET**  
**SUPPLEMENTAL SCHEDULES**

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th,2014

==== NON-OPERATING REVENUES ====

---INTEREST ON INVESTMENTS--- ---AND DEPOSITS---			TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS	HOUSING VOUCHERS	OTHER PROGRAMS
INVESTMENTS	*	*	\$1,000	\$1,000			*
SECURITY DEPOSITS	*	*					*
PENALTIES	*	*					*
OTHER INVESTMENTS	*	*					*
<b>TOTAL INTEREST ON INVESTMENTS &amp; DEPOSITS</b>	*	A-5 *	<u>\$1,000</u>	<u>\$1,000</u>			*

---OTHER NON-OPERATING REVENUES---			TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS	HOUSING VOUCHERS	OTHER PROGRAMS
<b>LIST IN DETAIL:</b>							
(1) Late charges, tenant charges, capital fund transfer	*	*	\$18,000	\$18,000			*
(2)	*	*					*
(3)	*	*					*
(4)	*	*					*
(5)	*	*					*
<b>TOTAL OTHER NON-OPERATING REVENUES</b>	*	A-6 *	<u>\$18,000</u>	<u>\$18,000</u>			*

**2013**  
**HOUSING AUTHORITY BUDGET**

SUPPLEMENTAL SCHEDULES

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

==== OPERATING APPROPRIATIONS ====

ADMINISTRATION			TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
Salaries & Wages	*	B-1	\$162,680	\$152,680			\$10,000
Fringe Benefits	*	B-2	\$57,039	\$57,039			
Other Expenses	*	B-3	\$131,200	\$131,200			
<b>TOTAL ADMINISTRATION</b>	*	<b>E-1</b>	<b>\$350,919</b>	<b>\$340,919</b>			<b>\$10,000</b>
COST OF PROVIDING SERVICES			TOTAL	PUBLIC HOUSING	SECT. 8 NEW CONS.	HOUSING VOUCHERS	OTHER PROGRAMS
Salaries & Wages							
Tenant Services	*	*					
Maintenance & Operation	*	*	\$75,650	\$75,650			
Protective Services	*	*					
Utility Labor	*	*					
<b>Total Salaries &amp; Wages</b>	*	<b>B-4</b>	<b>\$75,650</b>	<b>\$75,650</b>			
Fringe Benefits	*	B-5	\$28,261	\$28,261			
Other Expenses							
Tenant Services	*	*	\$3,100	\$3,100			
Utilities	*	*	\$258,550	\$258,550			
Maintenance & Operation							
Materials & Contract Cost	*	*	\$153,500	\$153,500			
Protective Services							
Materials & Contract Cost	*	*					
Insurance	*	*	\$37,900	\$37,900			
P.I.L.O.T	*	*	\$27,020	\$27,020			
Terminal Leave Payments	*	*					
Collection Losses	*	*	\$5,000	\$5,000			
Other General Expense	*	*					
Rents	*	*					
Extraordinary Maintenance	*	*					
Replacement of Non-Expendible Equ	*	*	\$4,200	\$4,200			
Property Betterment/Additions	*	*					
Other Costs	*	*					
<b>Total Other Expenses</b>	*	<b>B-6</b>	<b>\$489,270</b>	<b>\$489,270</b>			
<b>TOTAL COST OF PROVIDING SERVICES</b>	*	*	<b>\$593,181</b>	<b>\$593,181</b>			

**2013**  
**HOUSING AUTHORITY BUDGET**

SUPPLEMENTAL SCHEDULES

Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

**BUDGETED YEARS DEBT SERVICE REQUIREMENTS**

---PRINCIPAL PAYMENTS---	CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
AUTHORITY NOTES	* P-1 *	*	*
AUTHORITY BONDS	* P-2 *	\$25,000	\$20,000
CAPITAL LEASES	* P-3 *	*	*
INTERGOVERNMENTAL LOANS	* P-4 *	*	*
OTHER BONDS OR NOTES	* P-5 *	*	*
<b>TOTAL PRINCIPAL DEBT PAYMENTS</b>	* *	<b>\$25,000</b>	<b>\$20,000</b>
LESS: HUD SUBSIDY	* P-6 *	\$25,000	\$20,000
<b>NET PRINCIPAL DEBT PAYMENTS</b>	* D-1 *	*	*
---INTEREST PAYMENTS---	CROSS REF.	2013 PROPOSED BUDGET	2012 CURRENT YEAR'S ADOPTED BUDGET
AUTHORITY NOTES	* I-1 *	*	*
AUTHORITY BONDS	* I-2 *	\$20,760	\$21,488
CAPITAL LEASES	* I-3 *	*	*
INTERGOVERNMENTAL LOANS	* I-4 *	*	*
OTHER BONDS OR NOTES	* I-5 *	*	*
<b>TOTAL INTEREST DEBT PAYMENTS</b>	* *	<b>\$20,760</b>	<b>\$21,488</b>
LESS: HUD SUBSIDY	* I-6 *	\$20,760	\$21,488
<b>NET INTEREST DEBT PAYMENTS</b>	* D-2 *	*	*



**2013**  
**HOUSING AUTHORITY BUDGET**

SUPPLEMENTAL SCHEDULES  
 Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

**5 YEAR DEBT SERVICE SCHEDULE**

PRINCIPAL PAYMENTS	YEARS					
	2012	2013	2014	2015	2016	2017
--AUTHORITY NOTES--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-1</b>	*	*	*	*	*	*
--AUTHORITY BONDS--						
(1)	*	\$20,000	\$25,000	\$30,000	\$30,000	\$30,000
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-2</b>	*	\$20,000	\$25,000	\$30,000	\$30,000	\$30,000
--AUTHORITY CAPITAL LEASES--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-3</b>	*	*	*	*	*	*
--AUTHORITY INTERGOVERNMENTAL LOANS--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-4</b>	*	*	*	*	*	*
--OTHER BONDS OR NOTES (LIST)--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS P-5</b>	*	*	*	*	*	*
<b>TOTAL PRIN. DEBT PAYMNTS</b>	*	\$20,000	\$25,000	\$30,000	\$30,000	\$30,000
Less: HUD Subsidy P-6	*	\$20,000	\$25,000	\$30,000	\$30,000	\$30,000
<b>NET PRIN. DEBT PAYMNTS D-1</b>	*	*	*	*	*	*

**2013**  
**HOUSING AUTHORITY BUDGET**  
 SUPPLEMENTAL SCHEDULES  
 Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

**5 YEAR DEBT SERVICE SCHEDULE**

INTEREST PAYMENTS	YEARS					2017
	2012	2013	2014	2015	2016	
--AUTHORITY NOTES--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-1</b>	*	*	*	*	*	*
--AUTHORITY BONDS--						
(1)	\$21,488	\$20,760	\$19,728	\$18,573	\$17,296	\$15,983
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-2</b>	<b>\$21,488</b>	<b>\$20,760</b>	<b>\$19,728</b>	<b>\$18,573</b>	<b>\$17,296</b>	<b>\$15,983</b>
--AUTHORITY CAPITAL LEASES--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-3</b>	*	*	*	*	*	*
--AUTHORITY INTERGOVERNMENTAL LOANS--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-4</b>	*	*	*	*	*	*
--OTHER BONDS OR NOTES (LIST)--						
(1)	*	*	*	*	*	*
(2)	*	*	*	*	*	*
(3)	*	*	*	*	*	*
<b>TOTAL PAYMENTS I-5</b>	*	*	*	*	*	*
<b>TOTAL INT. DEBT PAYMENTS</b>	<b>\$21,488</b>	<b>\$20,760</b>	<b>\$19,728</b>	<b>\$18,573</b>	<b>\$17,296</b>	<b>\$15,983</b>
Less: HUD Subsidy I-6	\$20,760	\$21,488	\$19,728	\$18,573	\$17,296	\$15,983
<b>NET INT. DEBT PAYMNTS D-2</b>	<b>\$728</b>	<b>(\$728)</b>	*	*	*	*

**2013**  
**HOUSING AUTHORITY BUDGET**  
 SUPPLEMENTAL SCHEDULES  
 Highlands Housing Authority

FISCAL YEAR: July 1st, 2013 To June 30th, 2014

**====RETAINED EARNINGS====**

	CROSS REF.	2013 PROPOSED BUDGET
(1) BEGINNING BALANCE July 1ST, 2012	* AUDIT *	\$394,394 *
(2) UTILIZED IN CURRENT YEAR'S ADOPTED BUDGET	* *	*
(3) PROPOSED BALANCE AVAILABLE	* *	\$394,394 *
(4) EST. RESULTS OF OPERATION CURRENT BUDGET	* *	*
(5) ESTIMATED AVAILABLE BALANCE	* *	\$394,394 *
(6) UTILIZED IN PROPOSED YEAR'S CAPITAL BUDGET	* *	-
(7) UTILIZED IN PROPOSED BUDGET	* *	*
(8) TOTAL RETAINED EARNINGS UTILIZED	* *	*
(9) PROPOSED BAL. AFTER UTILIZATION IN BUDGET	* *	\$394,394 *

**====RESTRICTED NET ASSETS====**

	CROSS REF.	2013 PROPOSED BUDGET
(1) BEGINNING BALANCE _____ 1ST, _____	* AUDIT *	*
(2) UTILIZED IN CURRENT YEARS ADOPTED BUDGET	* *	*
(3) PROPOSED BALANCE AVAILABLE	* *	*
(4) EST. RESULTS OF OPERATION CURRENT BUDGET	* *	*
(5) ESTIMATED AVAILABLE BALANCE	* *	*
(6) UTILIZED IN PROPOSED YEAR'S CAPITAL BUDGET	* *	*
(7) UTILIZED IN PROPOSED BUDGET	* *	*
(8) TOTAL RESTRICTED NET ASSETS UTILIZED	* *	*
(9) PROPOSED BAL. AFTER UTILIZATION IN BUDGET	* *	*

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 Highlands Housing Authority  
 Fiscal Year 2013  
 Fiscal Period: From July 1st, 2013 to June 30th, 2014

Line No.	Acct. No.	Description	TOTAL HOUSING AUTHORITY PROPOSED BUDGET	Public Housing Mangement Proposed Budget	Section 8 Proposed Budget	Housing Voucher Proposed Budget	Other Programs Proposed Budget
<b>Homebuyers Monthly Payments For</b>							
10	7710	Operating Expense	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
20	7712	Earned Home Payments	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
30	7714	Non-routine Maintenance Res.	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
40	<b>Total Break Even Amount</b>		* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
50	7716	Excess ( Deficit)	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
60	7790	Homebuyers Monthly Pay.	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
<b>Operating Receipts</b>							
65	2210	Section 8/Voucher Payments	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
70	3110	Dwelling Rental	* \$ 520,220	* \$ 520,220	* \$ -	* \$ -	* \$ -
80	3120	Excess Utilities	* \$ 8,520	* \$ 8,520	* \$ -	* \$ -	* \$ -
90	3190	Nondwelling Rental	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
100	<b>Total Rental Income</b>		* \$ 528,740	* \$ 528,740	* \$ -	* \$ -	* \$ -
110	3610	Interest Income	* \$ 1,000	* \$ 1,000	* \$ -	* \$ -	* \$ -
120	3690	Other Income	* \$ 18,000	* \$ 18,000	* \$ -	* \$ -	* \$ -
130	<b>Total Operating Income</b>		* \$ 547,740	* \$ 547,740	* \$ -	* \$ -	* \$ -
135	-	Grant Revenue	* \$ -10,000	* \$ -	* \$ -	* \$ -	* \$ 10,000
137	<b>Total Operating Income(Inc. grants)</b>		* \$ 557,740	* \$ 547,740	* \$ -	* \$ -	* \$ 10,000
<b>Operating Expenditures - Administration</b>							
140	4110	Administrative Salaries	* \$ 162,680	* \$ 152,680	* \$ -	* \$ -	* \$ 10,000
150	4130	Legal	* \$ 18,000	* \$ 18,000	* \$ -	* \$ -	* \$ -
160	4140	Staff Training	* \$ 3,500	* \$ 3,500	* \$ -	* \$ -	* \$ -
170	4150	Travel	* \$ 1,500	* \$ 1,500	* \$ -	* \$ -	* \$ -
180	4170	Accounting Fees	* \$ 17,200	* \$ 17,200	* \$ -	* \$ -	* \$ -
190	4171	Auditing Fees	* \$ 7,000	* \$ 7,000	* \$ -	* \$ -	* \$ -
200	4190	Other Admin. Expenses	* \$ 84,000	* \$ 84,000	* \$ -	* \$ -	* \$ -
210	<b>Total Administrative Expense</b>		* \$ 293,880	* \$ 283,880	* \$ -	* \$ -	* \$ 10,000
<b>Tenant Services</b>							
220	4210	Salaries	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
230	4220	Recreation, Public. & Other	* \$ 2,600	* \$ 2,600	* \$ -	* \$ -	* \$ -
240	4230	Contract Cost	* \$ 500	* \$ 500	* \$ -	* \$ -	* \$ -
250	<b>Total Tenant Service Expense</b>		* \$ 3,100	* \$ 3,100	* \$ -	* \$ -	* \$ -
<b>Utilities</b>							
260	4310	Water	* \$ 27,910	* \$ 27,910	* \$ -	* \$ -	* \$ -
270	4320	Electricity	* \$ 86,460	* \$ 86,460	* \$ -	* \$ -	* \$ -
280	4330	Gas	* \$ 70,660	* \$ 70,660	* \$ -	* \$ -	* \$ -
290	4340	Fuel Oil	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
300	4350	Labor	* \$ -	* \$ -	* \$ -	* \$ -	* \$ -
310	4390	Other	* \$ 73,520	* \$ 73,520	* \$ -	* \$ -	* \$ -
320	<b>Total Utilities Expense</b>		* \$ 258,550	* \$ 258,550	* \$ -	* \$ -	* \$ -
<b>Ordinary Maintenance &amp; Operations</b>							
330	4410	Labor	* \$ 75,650	* \$ 75,650	* \$ -	* \$ -	* \$ -
340	4420	Materials	* \$ 32,000	* \$ 32,000	* \$ -	* \$ -	* \$ -
350	4430	Contract Cost	* \$ 121,500	* \$ 121,500	* \$ -	* \$ -	* \$ -
360	<b>Total Ordinary Maint &amp; Oper. Expense</b>		* \$ 229,150	* \$ 229,150	* \$ -	* \$ -	* \$ -

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 Highlands Housing Authority  
 Fiscal Period: From July 1st, 2013 to June 30th, 2014

**OPERATING BUDGET**

Line No.	Acct. No.	Description	TOTAL HOUSING AUTHORITY PROPOSED BUDGET	Public Housing Mangement Proposed Budget	Section 8 Proposed Budget	Housing Voucher Proposed Budget	Other Programs Proposed Budget
<b>Protective Services</b>							
370	4460	Labor	\$ -	\$ -	\$ -	\$ -	\$ -
380	4470	Materials	\$ -	\$ -	\$ -	\$ -	\$ -
390	4480	Contract Cost	\$ -	\$ -	\$ -	\$ -	\$ -
400		<b>Total Protective Services Expense</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General Expense</b>							
410	4510	Insurance	\$ 37,900	\$ 37,900	\$ -	\$ -	\$ -
420	4520	Payment in Lieu of Taxes	\$ 27,020	\$ 27,020	\$ -	\$ -	\$ -
430	4530	Terminal Leave Payments	\$ -	\$ -	\$ -	\$ -	\$ -
440	4540	Employee Benefits	\$ 85,300	\$ 85,300	\$ -	\$ -	\$ -
450	4570	Collection Losses	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
460	4590	Other General Expense	\$ -	\$ -	\$ -	\$ -	\$ -
470		<b>Total General Expense</b>	\$ 155,220	\$ 155,220	\$ -	\$ -	\$ -
480		<b>Total Sum of Routine Expenses</b>	\$ 939,900	\$ 929,900	\$ -	\$ -	\$ 10,000
<b>Rent for Leased Dwellings</b>							
490	4710	Rents to Owners	\$ -	\$ -	\$ -	\$ -	\$ -
495	4715	Sect. 8/Housing Voucher Payments	\$ -	\$ -	\$ -	\$ -	\$ -
500		<b>Total Operating Expense</b>	\$ 939,900	\$ 929,900	\$ -	\$ -	\$ 10,000
<b>Nonroutine Expenditures</b>							
510	4610	Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
520	7520	Replace. of Nonexpendable Equip.	\$ 4,200	\$ 4,200	\$ -	\$ -	\$ -
530	7540	Property Betterment & Additions	\$ -	\$ -	\$ -	\$ -	\$ -
540		<b>Total Nonroutine Expenditures</b>	\$ 4,200	\$ 4,200	\$ -	\$ -	\$ -
550		<b>Total Operating Expenditures</b>	\$ 944,100	\$ 934,100	\$ -	\$ -	\$ 10,000
<b>Prior Period Adjustments</b>							
560	6010	Prior Period Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Expenditures</b>							
570		Deficiency	\$ -	\$ -	\$ -	\$ -	\$ -
580		<b>Total Operating Expenditures</b>	\$ 944,100	\$ 934,100	\$ -	\$ -	\$ 10,000
590		Residual Receipts	\$ (386,385)	\$ (386,385)	\$ -	\$ -	\$ -
<b>HUD Contributions</b>							
600	8010	Basic Annual Contribution	\$ -	\$ -	\$ -	\$ -	\$ -
610	8011	Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
620		<b>Total Basic Annual Contribution</b>	\$ -	\$ -	\$ -	\$ -	\$ -
630	8020	Contribution Earned	\$ 386,385	\$ 386,385	\$ -	\$ -	\$ -
640		Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -
650		Other	\$ -	\$ -	\$ -	\$ -	\$ -
660		Other	\$ -	\$ -	\$ -	\$ -	\$ -
670		<b>Total Year End Adjustments</b>	\$ -	\$ -	\$ -	\$ -	\$ -
680	8020	<b>Total Operating Subsidy - Current</b>	\$ 386,385	\$ 386,385	\$ -	\$ -	\$ -
690		<b>Total HUD Contributions</b>	\$ 386,385	\$ 386,385	\$ -	\$ -	\$ -
700		Residual Receipts	\$ 25	\$ 25	\$ -	\$ -	\$ -

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 SECTION 8 ASSISTANCE PAYMENTS  
 Highlands Housing Authority

Fiscal Period: From July 1st, 2013 to June 30th, 2014

PROJECT NO.	NJ _____			NO. OF DWELLING UNITS			
				NO. OF UNIT MONTHS			
<b>PART I</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)
ESTIMATE	0BR						
	7 1BR						
	8 2BR						
	9 3BR						
	10 4BR						
	11 _____						
	12 _____				SUBTOTAL	_____	
	13 _____						
	14 _____				VACANCY FACTOR	_____	
15	TOTAL					_____	
<b>PART II</b>	UMA'S	ADM. FEE	PRODUCT	%			
ADMIN. FEE	(a)	(b)	(c)	(d)	ADMIN. FEE	(e)	
	16 _____						
	17 _____						
18	TOTAL					_____	
<b>PART III</b>	# OF FAMILIES			FEE PER			
HARD TO				FAMILY			
HOUSE FEE	19			\$75			
<b>PART IV</b>				PHA	HUD		
ADMINISTRATIVE				ESTIMATES	MODIFICATIONS		
EXPENSES				(a)	(b)		
	20	SALARIES					
	21	EMPL. BEN.					
	22	LEGAL					
	23	TRAVEL					
	24	SUNDRY					
	25	OFFICE RENT					
	26	ACCT. FEE					
27	TOTAL ADMIN. EXPENSES						
<b>NON-EXPENDABLE</b>							
<b>EQUIPMENT EXPENSES</b>	28	OFFICE EQUIPMENT					
	29	OFFICE FURNISHINGS					
	30	AUTOMOTIVE					
	31	OTHER					
32	TOTAL NON-EXPEN. EQUIP.						
<b>GENERAL EXPENSES</b>	33	MAINT. & OPER.					
	34	INSURANCE					
	35	SUNDRY					
36	TOTAL GENERAL EXPENSE						
<b>TOTAL PRELIMINARY EXPENSES</b>	37	SUM OF LINES 27,32,AND 36					

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SECTION 8 ASSISTANCE PAYMENTS  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 Highlands Housing Authority

PROJECT NO.

NJ _____	_____
_____	_____

NO. OF DWELLING UNITS  
 NO. OF UNIT MONTHS

11 MAXIMUM ANNUAL CONTRIBUTIONS

12 PRORATA MAXIMUM ANNUAL CONTRIBUTION

13 FISCAL YEAR TOTAL

14 PROJECT ACCOUNT BALANCE

15 TOTAL ANNUAL CONTRIBUTIONS

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ACC

EXPIR.  
DATE

NJ#

date

NJ#

date

NJ#

date

NJ#

date

NJ#

date

TOTAL ACC

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SECTION 8 ASSISTANCE PAYMENTS  
SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
Highlands Housing Authority

PROJECT NO.

NJ _____	_____	NO. OF DWELLING UNITS
	_____	NO. OF UNIT MONTHS

- 16 ESTIMATE OF ANNUAL ASSISTANCE ( line 15)
- 17 ESTIMATE ONGOING ADMINISTRATIVE FEE (line 18)
- 18 ESTIMATE HARD TO HOUSE FEE (line 19)
- 19 ESTIMATED INDEPENDENT PUBLIC ACCOUNTANT COSTS
- 20 ESTIMATED PRELIMINARY ADMIN. & GEN. EXPENSE (line 27 +36)
- 21 CARRYOVER OF PRELIMINARY ADMINISTRATIVE EXPENSE
- 22 ESTIMATED NON-EXPENDABLE EQUIPMENT EXPENSE (line 22)
- 23 CARRYOVER OF NON-EXPENDABLE EXPENSE

24 TOTAL ANNUAL CONTRIBUTIONS REQUIRED

25 DEFICIT AT END OF CURRENT FISCAL YEAR

26 TOTAL ANNUAL CONTRIBUTIONS REQUIRED

27 ESTIMATED PROJECT ACCOUNT BALANCE (line 15 - line 26)

28 PROVISION FOR PROJECT ACCOUNT REQUESTED (line 27 - line 14)

ANNUAL CONTRIBUTIONS APPROVED

29 TOTAL ANNUAL CONTRIBUTIONS APPROVED

SOURCE OF TOTAL CONTRIBUTIONS

30a REQUESTED FISCAL YEAR MAXIMUM ANNUAL CONTRIBUTIONS

30b PROJECT ACCOUNT



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SECTION 8 ASSISTANCE PAYMENTS  
SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
Highlands Housing Authority

ATTACHMENT I

PROJECT NO.

NJ _____		NO. OF DWELLING UNITS
		NO. OF UNIT MONTHS

# UNITS LEASED	AVERAGE PAYMENT	EST. # OF UNITS	UNIT MTHS LEASED	AVERAGE PAYMENT

- 12 PRELIMINARY ADMIN. & GEN. EXPENSE
- 13 ESTIMATED HOUSING ASSISTANCE PAYMENTS
- 14 ESTIMATED ONGOING ADMIN. FEE
- 15 ESTIMATED HARD TO HOUSE FEE
- 16 INDEPENDENT PUBLIC ACCT. FEE

17 TOTAL FUNDS REQUIRED \_\_\_\_\_

- 18 PAYMENTS PREVIOUSLY APPROVED
- 19 ADJUSTMENT TO REQUISITION

20 TOTAL PAYMENT REQUIREMENT \_\_\_\_\_

21 EQUAL INSTALLMENTS                      UNEQUAL INSTALLMENTS

22 INSTALLMENTS

1	2	3	4	5	6

7	8	9	10	11	12

22a TOTAL \_\_\_\_\_

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
HOUSING VOUCHER ASSISTANCE PAYMENTS**

Fiscal Period: From July 1st, 2013 to June 30th, 2014

PROJECT NO.	NJ <span style="border: 1px solid black; padding: 2px 20px;"> </span>	Highlands Housing Authority		Number of Units	<span style="border: 1px solid black; padding: 2px 20px;"> </span>		
			NO. OF UNIT MONTHS	<span style="border: 1px solid black; padding: 2px 20px;"> </span>			
<b>PART I</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)
ESTIMATE	6 0BR						
	7 1BR						
	8 2BR						
	9 3BR						
	10 4BR						
	11						_____
	12				SUBTOTAL		_____
	13						_____
	14				VACANCY FACTOR		_____
	15 <b>TOTAL</b>						_____
<b>PART II</b>	UMA'S	ADM. FEE	PRODUCT	%			ADMIN. FEE
ADMIN. FEE	(a)	(b)	(c)	(d)			(e)
	16 _____						_____
	17 _____						_____
<b>TOTAL</b>	18 _____						_____
<b>PART III</b>	# OF FAMILIES		FEE PER				
HARD TO			FAMILY				
HOUSE FEE	19		\$75				_____
<b>PART IV</b>				PHA		HUD	
ADMINISTRATIVE				ESTIMATES		MODIFICATIONS	
EXPENSES				(a)		(b)	
	20 SALARIES						
	21 EMPL. BEN.						
	22 LEGAL						
	23 TRAVEL						
	24 SUNDRY						
	25 OFFICE RENT						
	26 ACCT. FEE						
	27 <b>TOTAL ADMIN. EXPENSES</b>						
<b>NON-EXPENDABLE</b>							
<b>EQUIPMENT EXPENSES</b>							
	28 OFFICE EQUIPMENT						
	29 OFFICE FURNISHINGS						
	30 AUTOMOTIVE						
	31 OTHER						
	32 <b>TOTAL NON-EXPENDABLE EQUIP.</b>						
<b>GENERAL EXPENSES</b>							
	33 MAINT. & OPER.						
	34 INSURANCE						
	35 SUNDRY						
	36 <b>TOTAL GENERAL EXPENSE</b>						
<b>TOTAL PRELIMINARY EXPENSES</b>							
	37 <b>SUM OF LINES 27,32,AND 36</b>						

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 HOUSING VOUCHER ASSISTANCE PAYMENTS  
 Highlands Housing Authority

PROJECT NO.

NJ _____
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NO. OF DWELLING UNITS

NO. OF UNIT MONTHS

-
-

11 MAXIMUM ANNUAL CONTRIBUTIONS

12 PRORATA MAXIMUM ANNUAL CONTRIBUTION

13 FISCAL YEAR TOTAL

14 PROJECT ACCOUNT BALANCE

15 TOTAL ANNUAL CONTRIBUTIONS

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ACC

EXPIR.  
DATE

NJ#

date

NJ#

date

NJ#

date

NJ#

date

NJ#

date

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TOTAL ACC

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 HOUSING VOUCHER ASSISTANCE PAYMENTS  
 Highlands Housing Authority

PROJECT NO.

NJ \_\_\_\_\_

NO. OF DWELLING UNITS  
 NO. OF UNIT MONTHS

-
-

- 16 ESTIMATE OF ANNUAL ASSISTANCE ( line 15)
- 17 ESTIMATE ONGOING ADMINISTRATIVE FEE (line 18)
- 18 ESTIMATE HARD TO HOUSE FEE (line 19)
- 19 ESTIMATED INDEPENDENT PUBLIC ACCOUNTANT COSTS
- 20 ESTIMATED PRELIMINARY ADMIN. & GEN. EXPENSE (line 27 +36)
- 21 CARRYOVER OF PRELIMINARY ADMINISTRATIVE EXPENSE
- 22 ESTIMATED NON-EXPENDABLE EQUIPMENT EXPENSE (line 22)
- 23 CARRYOVER OF NON-EXPENDABLE EXPENSE

24 TOTAL ANNUAL CONTRIBUTIONS REQUIRED

25 DEFICIT AT END OF CURRENT FISCAL YEAR

26 TOTAL ANNUAL CONTRIBUTIONS REQUIRED

27 ESTIMATED PROJECT ACCOUNT BALANCE (line 15 - line 26)

28 PROVISION FOR PROJECT ACCOUNT REQUESTED (line 27 - line 14)

ANNUAL CONTRIBUTIONS APPROVED

29 TOTAL ANNUAL CONTRIBUTIONS APPROVED

SOURCE OF TOTAL CONTRIBUTIONS

30a REQUESTED FISCAL YEAR MAXIMUM ANNUAL CONTRIBUTIONS

30b PROJECT ACCOUNT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SUPPORTING DATA FOR ANNUAL CONTRIBUTION ESTIMATES  
 HOUSING VOUCHER ASSISTANCE PAYMENTS  
 Highlands Housing Authority

ATTACHMENT I

PROJECT NO.

NJ \_\_\_\_\_

NO. OF DWELLING UNITS

-
-

NO. OF UNIT MONTHS

# UNITS LEASED	AVERAGE PAYMENT	EST. # OF UNITS	UNIT MTHS LEASED	AVERAGE PAYMENT

- 12 PRELIMINARY ADMIN. & GEN. EXPENSE
- 13 ESTIMATED HOUSING ASSISTANCE PAYMENTS
- 14 ESTIMATED ONGOING ADMIN. FEE
- 15 ESTIMATED HARD TO HOUSE FEE
- 16 INDEPENDENT PUBLIC ACCT. FEE

17 TOTAL FUNDS REQUIRED \_\_\_\_\_

18 PAYMENTS PREVIOUSLY APPROVED

19 ADJUSTMENT TO REQUISITION \_\_\_\_\_

20 TOTAL PAYMENT REQUIREMENT \_\_\_\_\_

21 EQUAL INSTALLMENTS

UNEQUAL INSTALLMENTS

22 INSTALLMENTS

1	2	3	4	5	6

7	8	9	10	11	12

22a TOTAL \_\_\_\_\_