

Report On Audit

**HOUSING AUTHORITY OF THE
BOROUGH OF HIGHTSTOWN**

**For the Year Ended
December 31, 2018**

Housing Authority of the Borough of Hightstown
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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority of the Borough of Hightstown
131 Rogers Avenue
Hightstown, New Jersey 08520

Report on the Financial Statements

We have audited the accompanying financial statements of the Housing Authority of the Borough of Hightstown (a governmental public corporation) in Hightstown, New Jersey, hereafter referred to as the Authority, which comprise the statement of net position as of December 31, 2018, and the related statement of revenue, expenses and changes in net position, statement of cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Housing Authority of the Borough of Hightstown's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Borough of Hightstown's internal control. Accordingly, we express no such opinion.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Housing Authority of the Borough of Hightstown as of December 31, 2018, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Method of Accounting for Pensions

As discussed in Note 1 to the financial statements, the Authority changed its method for accounting and financial reporting of OPEB as a result of the adoption of Governmental Accounting Standards Board Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions - an Amendment of GASB Statement No. 45*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and OPEB and PERS supplemental information on pages 4 through 15 and pages 50-52 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards accepted in the United States of America, which consisted of inquiries of management about the method of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements Housing Authority of the Borough of Hightstown. The accompanying supplemental information on pages 53-63 is presented for additional analysis and is not required part of the basic financial statements.

The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Capital Fund cost certifications are also not required part of the basic financial statements.

The electronic filed Financial Data Schedule is presented for additional analysis as required by the U.S. Department of Housing and Urban Development's Real Estate Assessment Center and is also not required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards, Capital Fund cost certifications and the Financial Data Schedule, are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards, Capital Fund cost certifications and the Financial Data Schedule, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued reports dated May 20, 2019 on our consideration of the Housing Authority of the Borough of Hightstown's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters.

The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the Borough of Hightstown internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Housing Authority of the Borough of Hightstown's internal control over financial reporting and compliance.

Hymanson, Parnes & Giampaolo

Lincroft, New Jersey

Date: May 20, 2019

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

As Management of the Housing Authority of the Borough of Hightstown (the Authority), present the following discussion and analysis which is supplementary information required by the Governmental Accounting Standards Board (GASB), and is intended to provide an easily readable explanation of the information provided in the attached financial statements. Management Discussion and Analysis is designed to focus on the current year activities, resulting changes, and current known facts. It is by necessity highly summarized, and in order to gain a thorough understanding of the Authority's financial position, the financial statements and footnotes should be viewed in their entirety beginning on page 16 of this report. New standards issued by GASB have significantly changed the format of the financial statements. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements as presented elsewhere in this report.

FINANCIAL HIGHLIGHTS

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$1,369,479 a decrease in the financial position of \$143,997 or 10% as compared to the prior year.

As noted above, the net position of the Authority was \$1,369,479 as of December 31, 2018. Of this amount, the unrestricted net position is a negative (\$496,125) representing an increase in the deficit of \$432,717, or 682% percent from the previous year. During the year, the Authority recorded a prior period adjustment for the implementation of GASB #75 in the amount of (\$342,923). Additional information on the Authority's unrestricted net positions can be found in Note 18 the financial statements, which is included in this report.

The net investment in capital assets increased \$288,720 or 18% percent for an ending balance of \$1,576,884.

The Authority's unrestricted cash, and cash equivalent at December 31, 2018 is \$734,573 representing a decrease of \$47,526 or 6% percent from the prior year. Total restricted cash increased \$2,978 or 7% percent for an ending balance of \$43,311. The full detail of this amount can be found in the Statement of Cash Flows on pages 19-20 of this report.

The Authority's total assets and deferred outflows are \$2,885,062 of which deferred outflows is in the amount of \$218,037, capital assets net book value is \$1,865,604, restricted cash is \$43,311, leaving current assets at \$758,110.

Total current assets decreased from the previous year by \$43,694 or 5% percent. Unrestricted cash and cash equivalents decreased by \$47,526, accounts receivables increased by \$3,020, and prepaid expenses increased by \$812.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

FINANCIAL HIGHLIGHTS - CONTINUED

Capital assets reported an increase in the net book value of the capital assets in the amount of \$288,720 or 18% percent. The major factors that contributed for the increase was the purchase of fixed assets in the amount of \$401,607, less the recording of depreciation expense in the amount of \$112,887. A full detail of capital outlays can be found in the Notes to the Financial Statements Section Note – 8 Fixed Assets.

The Authority reported an increase in the deferred outflow for the pension cost in the amount of \$55,800 for an ending balance of \$218,037. The Authority also reported an increase in the deferred inflow for the pension cost in the amount of \$58,563 for an ending balance of \$240,919. A full detail of the pension reporting requirement can be found in the Notes to the Financial Statements Section Note – 9 Deferred Outflows/Inflows of Resources.

The Authority's total liabilities are reported at \$1,274,664, of which noncurrent liabilities are stated at \$1,173,886. Total liabilities increased during the year as compared to the prior year in the amount of \$389,238 or 44% percent. Total current liabilities increased during the year by \$4,256, leaving non-current liabilities for an increase of \$384,982 as compared to the previous fiscal year.

Total current liabilities increased from the previous year by \$4,256 or 4% percent. Accounts payables increased by \$1,885, accrued liabilities increased by \$37, tenant security deposit payable increased by \$2,978, and unearned revenue decreased \$644.

Total noncurrent liabilities increased by \$384,982 or 49% percent. Long-term obligations for compensated absences increased in the amount of \$1,327 for an ending balance of \$23,401.

Accrued pension and OPEB liabilities increased \$383,655 for an ending balance of \$1,150,485. Accrued OPEB increased due to the adoption of GASB #75 by the Authority. Additional information on GASB #68 and #75 effect and the Authority's accrued pension and OPEB liabilities at December 31, 2018 can be found in Notes 16-17 to the financial statements, which is included in this report.

The Authority had total operating revenue of \$943,446 as compared to \$852,966 from the prior year for an increase of \$90,480 or 11% percent. The Authority had total operating expenses of \$979,551 as compared to \$997,859 from the previous year for a decrease of \$18,308 or 2% percent, resulting in a deficiency of revenue from operations in the amount of \$36,105 for the current year as compared to a deficiency of revenue from operations in the amount of \$144,893 for a decrease in deficit of \$108,788 from the previous year. This was after consideration of depreciation expense and the OPEB/Pension liability increase.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

FINANCIAL HIGHLIGHTS - CONTINUED

Total capital improvements contributions from HUD were in the amount of \$231,225 as compared to \$106,659 from the previous year for an increase of \$124,566 or 117% percent. The Authority's had capital outlays in the amount of \$401,607. These expenditures were funded by grants received during the year from the U.S. Department of Housing and Urban Development and the remaining from operating reserves. A full detail of capital outlays can be found in the Notes to the Financial Statements Section Note – 8 Fixed Assets.

The Authority's Expenditures of Federal Awards amounted to \$537,828 for the year 2018 as compared to \$377,650 for the previous year 2017 for an increase of \$160,178 or 42% percent.

USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

1. Public and Indian Housing Program
2. Public Housing Capital Fund Program

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

This discussion and analysis are intended to serves as an introduction to the Housing Authority's basic financial statements. The basic financial statements are prepared on an entity wide basis and consist of:

- 1) Statement of Net Position
- 2) Statement of Revenue, Expenses, and Changes in Net Position
- 3) Statement of Cash Flows
- 4) Notes to the Financial Statements

The Authority's financial statements and notes to financial statements included in this Report were prepared in accordance with generally accepted accounting principles (GAAP) applicable to governmental entities in the United States of America for the Enterprise Fund types. The Authority's activities are primarily supported by HUD subsidies and grants. The Authority's function is to provide decent, safe, and sanitary housing to low income and special needs populations. The financial statements can be found on pages 16 through 20.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION - CONTINUED

Statement of Net Position – This statement presents information on the Authority's total of assets and deferred outflow of resources, and total of liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

Statement of Revenue, Expenses and Changes in Net Position – This statement presents information showing how the Authority's net position increased or decreased during the current fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash inflows and cash outflows in the future periods.

Statement of Cash Flows– This statement presents information showing the total cash receipts and cash disbursements of the Housing Authority during the current fiscal year. The statement reflects the net changes in cash resulting from operations plus any other cash requirements during the current year (i.e. capital additions, debt payments, prior period obligations, etc.). In addition, the statement reflects the receipt of cash that was obligated to the Housing Authority in prior periods and subsequently received during the current fiscal year (i.e. accounts receivable, notes receivable, etc.).

Notes to the Financial Statements - Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided. These notes give greater understanding on the overall activity of the Housing Authority and how values are assigned to certain assets and liabilities and the longevity of these values. In addition, notes reflect the impact (if any) of any uncertainties the Housing Authority may face. The Notes to Financial Statements can be found in this Report beginning on page 21 through 48.

In addition to the basic financial statements listed above, our report includes supplemental information. This information is to provide more detail on the Housing Authority's various programs and the required information mandated by regulatory bodies that fund the Housing Authority's various programs.

The Schedule of Expenditures of Federal Awards is presented for purpose of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), Audits of States, Local Governments and Non-profit Organizations. The schedule of Expenditures of Federal Awards can be found on page 49-50 of this report.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION - CONTINUED

The Schedule of Expenditures of Federal Awards - Continued

- 1. Federal Awards** - Pursuant to the Single Audit Act Amendments of 1996 (Public Law 104-156) and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), federal award is defined as federal financial assistance and federal cost reimbursement contracts that non-federal agencies receive directly or indirectly from federal agencies or pass-through entities. Federal financial assistance is defined as assistance that nonfederal entities receive or administer in the form of grants, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, direct appropriations and other assistance.

- 2. Type A and Type B Programs** - The Single Audit Act Amendments of 1996 and the Uniform Guidance establish the levels of expenditures or expenses to be used in defining Type A and Type B Federal financial assistance programs. Type A programs for the Housing Authority of the Borough of Hightstown are those which equal or exceeded \$750,000 in expenditures for the year ended December 31, 2018. Type B programs for the Housing Authority of the Borough of Hightstown are those which are less than \$750,000 in expenditures for the year ended December 31, 2018.

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE)

The following summarizes the computation of Net Position between December 31, 2018 and December 31, 2017:

	<u>Year Ended</u>		Increase
	December-18	December-17	(Decrease)
Cash	\$ 777,884	\$ 822,432	\$ (44,548)
Other Current Assets	23,537	19,705	3,832
Capital Assets - Net	1,865,604	1,576,884	288,720
Deferred Outflows	218,037	162,237	55,800
Total Assets	2,885,062	2,581,258	303,804
Less: Current Liabilities	(100,778)	(96,522)	(4,256)
Less: Non Current Liabilities	(1,173,886)	(788,904)	(384,982)
Less: Deferred Inflows	(240,919)	(182,356)	(58,563)
Net Position	\$ 1,369,479	\$ 1,513,476	\$ (143,997)
Net Investment in Capital Assets	\$ 1,865,604	\$ 1,576,884	\$ 288,720
Unrestricted Net Position	(496,125)	(63,408)	(432,717)
Net Position	\$ 1,369,479	\$ 1,513,476	\$ (143,997)

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) – CONTINUED

Cash decreased by \$44,548 or 5% percent. Net cash provided by operating activities was \$78,533, net cash used by capital and related financing activities was \$128,781, and net cash provided by investing activities was \$5,700. The full detail of this amount can be found in the Statement of Cash Flows on pages 19-20 of this audit report.

Other current assets increased \$3,832. Accounts receivables increased by \$3,020, and prepaid expenses increased by \$812.

Capital assets reported an increase in the net book value of the capital assets in the amount of \$288,720 or 18% percent. The major factors that contributed for the increase was the purchase of fixed assets in the amount of \$401,607, less the recording of depreciation expense in the amount of \$112,887.

The Authority reported an increase in the deferred outflow for the pension cost in the amount of \$55,800 for an ending balance of \$218,037. The Authority also reported an increase in the deferred inflow for the pension cost in the amount of \$58,563 for an ending balance of \$240,919.

Total current liabilities increased from the previous year by \$4,256 or 4% percent. Accounts payables increased by \$1,885, accrued liabilities increased by \$37, tenant security deposit payable increased by \$2,978, and unearned revenue decreased \$644.

Total noncurrent liabilities increased by \$384,982 or 49% percent. Long-term obligations for compensated absences increased in the amount of \$1,327 for an ending balance of \$23,401. Accrued pension and OPEB liabilities increased \$383,655 for an ending balance of \$1,150,485. Accrued OPEB increased due to the adoption of GASB #75 by the Authority. Additional information on GASB #68 and #75 effect and the Authority's accrued pension and OPEB liabilities at December 31, 2018 can be found in Notes 16-17 to the financial statements, which is included in this report.

The Authority's reported net position of \$1,369,479 is made up of two categories. The net investment in capital assets in the amount of \$1,865,604 represents the majority of the total account balance. The net investment in capital assets (e.g., land, buildings, vehicles, equipment, and construction in process); less any related debt used to acquire those assets that are still outstanding. The Authority uses these capital assets to provide housing services to the tenants; consequently, these assets are not available for future spending. The schedule below reflects the activity in this account for the current fiscal year:

Balance December 31, 2017	\$ 1,576,884
Acquisition in Fixed Assets	401,607
Depreciation Expense	(112,887)
Balance December 31, 2018	\$ 1,865,604

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED

The Housing Authority of the Borough of Hightstown operating results for December 31, 2018 reported a decrease in unrestricted position of \$432,717 or 682% percent for an ending balance of negative \$(496,125). During the year, the Authority recorded a prior period adjustment for the implementation of GASB #75 in the amount of (\$342,923). A full detail of this account can be found in the Notes to the Financial Statements Section Note – 18 Unrestricted Net Position.

The following summarizes the changes in Net Position between December 31, 2018 and December 31, 2017:

Computation of Changes in Net Position are as follows:

	<u>Year Ended</u>		Increase (Decrease)
	December-18	December-17	
<u>Revenues</u>			
Tenant Revenues	\$ 615,552	\$ 572,008	\$ 43,544
HUD Subsidies	306,603	270,991	35,612
Other Revenues	21,291	9,967	11,324
Total Operating Income	943,446	852,966	90,480
<u>Expenses</u>			
Operating Expenses	866,664	852,648	14,016
Depreciation Expense	112,887	145,211	(32,324)
Total Operating Expenses	979,551	997,859	(18,308)
Operating (Loss)			
Before Capital Grants	(36,105)	(144,893)	108,788
Interest Income	5,700	1,198	4,502
Extraordinary Maintenance	(1,894)	(32,739)	30,845
HUD Capital Grants	231,225	106,659	124,566
Change in Net Position	198,926	(69,775)	268,701
Net Position Prior Year	1,513,476	1,583,251	(69,775)
Prior Period Adjustment	(342,923)	-	(342,923)
Total Net Position	\$ 1,369,479	\$ 1,513,476	\$ (143,997)

Approximately 65% percent of the Authority's total operating revenue was provided by tenant revenue, while 33% percent resulted from HUD operating subsidy. Charges for various services provided the remaining 2% percent of the total operating income.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED

Total capital improvements contributions from HUD were in the amount of \$231,225 as compared to \$106,659 from the previous year for an increase of \$124,566 or 117% percent. The Authority's had capital outlays in the amount of \$401,607 for the year. The current year additions included kitchen upgrades, boiler upgrades, apartment appliances, parking lot improvements, and additional security camera's.

The Authority's operating expenses cover a range of expenses. The largest expense was for administrative expenses representing 33% percent of total operating expenses. Tenant services accounted for less than 1% percent, utilities expense accounted for 22% percent, maintenance expense accounted for 19% percent, other operating expenses accounted for 13% percent, and depreciation accounted for the remaining 12% percent of the total operating expenses.

The Authority operating expenses exceeded its operating revenue resulting in a deficiency of revenue from operations in the amount of \$36,105 from operations as compared to excess expenses from operations of \$144,893 for the previous year. The key elements for the decrease in deficit in comparison to the prior year are as follow:

- The Authority experienced an increase in Housing and Urban Development funded Operating Grants in the amount of \$35,612 or 13% percent
- Tenant Rental Revenue increased \$43,544 due to increases in the tenant reportable income.
- The Authority experienced increases in the following expenses:
 - Administrative expenses increased \$9,636 or 3% percent.
 - Utility expenses increased \$5,396 or 3% percent
 - Other Operating expenses increased \$7,902 or 7% percent
- The Authority experienced decreases in the following expenses:
 - Maintenance expenses decreased \$9,397 or 5% percent

Total net cash provided by operating activities during the year was \$78,533 as compared to cash provided in the amount of \$1,668 in the prior year. A full detail of these amounts can be found on the Statement of Cash Flows on pages 19-20 of this report.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED

The following are financial highlights of significant items for a four-year period of time ending on December 31, 2018:

	December-18	December-17	December-16	December-15
Significant Income				
Total Tenant Revenue	\$ 615,552	\$ 572,008	\$ 558,200	\$ 550,497
HUD Operating Grants	306,603	270,991	298,365	299,879
HUD Capital Grants	231,225	106,659	47,392	114,030
Investment Income	5,700	1,198	1,146	1,013
Other Income	21,291	9,967	12,075	15,471
Total	\$ 1,180,371	\$ 960,823	\$ 917,178	\$ 980,890
Payroll Expense				
Administrative Salaries	\$ 176,672	\$ 173,562	\$ 170,323	\$ 165,529
Utilities Labor	14,573	14,573	12,947	12,925
Maintenance Labor	53,914	53,678	36,701	44,092
Employee Benefits Expense	99,875	94,309	107,063	68,904
Total Payroll Expense	\$ 345,034	\$ 336,122	\$ 327,034	\$ 291,450
Other Significant Expenses				
Other Administrative Expenses	\$ 84,918	\$ 83,134	\$ 81,581	\$ 90,118
Utilities Expense	197,453	192,227	191,583	193,328
Maintenance Materials Cost	41,821	34,026	27,425	25,470
Maintenance Contract Cost	66,016	84,098	77,502	72,551
Insurance Premiums	47,842	44,667	40,519	40,329
Total	\$ 438,050	\$ 438,152	\$ 418,610	\$ 421,796
Total Operating Expenses	\$ 979,551	\$ 997,859	\$ 1,069,083	\$ 1,016,512
Total of Federal Awards	\$ 537,828	\$ 377,650	\$ 345,757	\$ 413,909

THE AUTHORITY AS A WHOLE

The Authority's revenues consist primarily of rents and subsidies and grants received from HUD. The Authority receives subsidies each month based on a pre-approved amount by HUD. Grants are drawn down based on need against a pre-authorized funding level. The Authority's revenues were not sufficient to cover all expenses. The Authority's unrestricted net position does not appear sufficient to cover any foreseeable shortfall rising from a possible economic turndown and reduced subsidies and grants.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN PROGRAMS

Public and Indian Housing Program:

Under the Public and Indian Housing Program, the Authority rents units that it owns to low-income households. This program is operated under an Annual Contributions Contract (ACC) with HUD. HUD's rent subsidy program provides housing assistance to low income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts: (a) 30% of the family's adjusted monthly income, (b) 10% of the family's monthly income, or (c) Housing Authority of the Borough of Hightstown flat rent amount.

Public Housing Capital Fund Program:

The Public Housing Capital Fund was established under the Quality Housing & Work Responsibility Act of 1998 (QHWRA). Substantially all additions to land, structures and equipment are accomplished through these programs (included in the financial statements under PHA Owned Housing). These funds replace or materially upgrade deteriorated portions of existing Authority property. This fund is used for repairs, major replacements, upgrading and other non-routine maintenance work that needs to be done on the Authority's apartments to keep them clean, safe and in good condition.

BUDGETARY HIGHLIGHTS

The Authority submits its annual operating budgets and capital budgets to HUD. The Authority also submits its annual operating and capital budgets to the State of New Jersey Department of Community Affairs in accordance with New Jersey statute. After the New Jersey Department of Community Affairs approves the budget, it is formally adopted by resolution of the Housing Authority's Board of Commissioners. Once adopted, the Board of Commissioners may amend the legally adopted budget when unexpected modifications are required in estimated revenues and expenses. Each fund's budget is prepared on a detailed line item basis. Revenues are budgeted by source and expenditures are budgeted by expense classification within each revenue source.

NEW INITIATIVES

For the fiscal year 2018 the Housing Authority's primary focus has been on funding and accountability. As a public entity that derives approximately 46% percent of its revenue from the Department of Housing and Urban Development, (2017 fiscal year was 39% percent), the Authority is constantly monitoring for any appropriation changes, especially since it appears the nation is continuing an era of need for additional public assistance to help families meet the challenges of a very tumultuous economy.

The current administration of the Authority is determined to improve the financial results of the Authority's operations. The Authority has made steady progress in various phases of our operations, all the while maintaining a strong occupancy percentage in the public housing units. Interactions with the residents are a constant reminder of the need of the services.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

NEW INITIATIVES - CONTINUED

The Authority is exploring the RAD conversion of its rental units 2019-2020 year. While this process takes time the Authority will remained diligent in being proactive in regards to maintaining the condition of their buildings.

Regardless of the constraints (financial or regulatory) placed on this Housing Authority, the Authority will continuously look for ways to better provide or expand housing and assistance to qualified residents of Borough of Hightstown all the while being mindful of their responsibility to be good stewards of the public's tax dollars.

CAPITAL ASSETS AND DEBT ADMINISTRATION

1 – Capital Assets

The Authority's investment in capital assets as of December 31, 2018 was \$1,865,604 (net of accumulated depreciation). This investment in capital assets includes land, buildings, equipment, and construction in progress. The total increase during the year in the Authority's investment in capital assets was \$288,720 or 18% percent. Major capital expenditures of \$401,607 were made during the year. Major capital assets events during the fiscal year included the following:

- Boiler Upgrades
- Parking Lot Improvements
- Apartment Appliances
- Additional Security Camera's

	December-18	December-17	Change
Land	\$ 336,630	\$ 336,630	\$ -
Building	7,437,008	7,266,626	170,382
Furniture, Equipment - Dwelling	118,008	118,008	-
Furniture, Equipment - Administration	152,380	152,380	-
Construction in Process	396,698	165,473	231,225
Total Fixed Assets	8,440,724	8,039,117	401,607
Accumulated Depreciation	(6,575,120)	(6,462,233)	(112,887)
Net Book Value	\$ 1,865,604	\$ 1,576,884	\$ 288,720

Additional information on the Authority's capital assets can be found in Note 8 to the financial statements, which is included in this report.

2 – Debt Administration

The Authority does not have any long-term debt at this time.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
MANAGEMENT'S DISCUSSION AND ANALYSIS
AT DECEMBER 31, 2018**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority of the Borough of Hightstown is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by Federal budget than by local economic conditions. Pressure on the federal budget will remain in the form of both record deficits and competing funding needs. We do not expect this consistent trend to change.

The capital budgets for the 2019 fiscal year have already been submitted to HUD for approval and no major changes are expected. Capital Funds are used for the modernization of public housing property including administrative fees involved in the modernization.

The following factors were considered in preparing the Authority's budget for the fiscal year ending December 31, 2019.

- State of New Jersey economy including the impact on tenant income. Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income. Tenant rental payments are based on tenant income.
- The need for Congress to fund the Department of Defense and Homeland Security due to the war on terrorism and other impending military activities will probably result in reduced appropriations for all other domestic program spending.
- Converting Low Income Housing Program rental units into RAD subsidy units.
- Continued increases in health care insurance are expected to impact employee benefits cost over the next several years.
- Inflationary pressure on utility rates, supplies and other cost.
- Even if HUD was fully funded for both the Operating and Capital Funds, it is unlikely that Congress would appropriate adequate funding. Pressure on the federal budget will remain in the form of both record deficits and competing funding needs.

CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Keith LePrevost, Housing Authority of the Borough of Hightstown, 131 Rogers Avenue, Hightstown, N.J. 08520, or call (609)448-2268.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT OF NET POSITION -1
AS OF DECEMBER 31, 2018

	2018
Assets	
Current Assets:	
Cash and Cash Equivalents - Unrestricted	\$ 734,573
Accounts Receivables, Net of Allowances	3,020
Prepaid Expenses	20,517
Total Current Assets	758,110
 Restricted Cash	
Tenants Security Deposits	43,311
 Noncurrent Assets	
Capital Assets	
Land	336,630
Building	7,437,008
Furniture, Equipment - Dwelling	118,008
Furniture, Equipment - Administration	152,380
Leasehold Improvements	396,698
Total Capital Assets	8,440,724
Less: Accumulated Depreciation	(6,575,120)
Net Book Value	1,865,604
Total Assets	2,667,025
 Deferred Outflow of Resources	
State of New Jersey P.E.R.S.	218,037
Total Assets and Deferred Outflow of Resources	\$ 2,885,062

See accompanying notes to the financial statements.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT OF NET POSITION -2
AS OF DECEMBER 31, 2018

	2018
Liabilities	
Current Liabilities:	
Accounts Payable	\$ 51,680
Accrued Liabilities	2,692
Tenant Security Deposit Payable	43,311
Unearned Revenue	3,095
Total Current Liabilities	100,778
Noncurrent Liabilities	
Accrued Compensated Absences - Long-Term	23,401
Accrued Pension and OPEB Liabilities	1,150,485
Total Noncurrent Liabilities	1,173,886
Total Liabilities	1,274,664
Deferred Inflow of Resources	
State of New Jersey P.E.R.S.	240,919
Net Position:	
Net Investment in Capital Assets	1,865,604
Unrestricted Net Position	(496,125)
Total Net Position	1,369,479
Total Liabilities, Deferred Inflow of Resources, and Net Position	\$ 2,885,062

See accompanying notes to the financial statements.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN NET POSITION
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2018**

	2018
Revenue:	
Tenant Rental Revenue	\$ 615,552
HUD PHA Operating Grants	306,603
Other Revenue	21,291
Total Revenue	943,446
Operating Expenses:	
Administrative Expense	334,538
Tenant Services	2,479
Utilities Expense	217,597
Maintenance Expense	183,107
Other Operating Expenses	128,943
Depreciation Expense	112,887
Total Operating Expenses	979,551
Excess Expenses Over Revenue From Operations	(36,105)
Non Operating Income and (Expenses):	
Extraordinary Maintenance	(1,894)
Investment Income - Unrestricted	5,700
Total Non Operating Income	3,806
Excess Expenses Before Capital Grant Contributions	(32,299)
Capital Grant Contributions	231,225
Change in Net Position	198,926
Beginning Net Position	1,513,476
Prior Period Adjustment - Change in Accounting Principle	(342,923)
Beginning Net Position - Restated	1,170,553
Ending Net Position	\$ 1,369,479

See accompanying notes to the financial statements.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT OF CASH FLOWS -1
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2018

	2018
Cash Flow From Operating Activities	
Receipts from Tenants	\$ 611,922
Receipts from Federal Grants	306,603
Receipts from Misc. Sources	21,291
Payments to Vendors and Suppliers	(318,796)
Payments to Employees	(245,159)
Payment of Employee Benefits	(99,875)
Payments for Utilities	(197,453)
Net Cash Provided by Operating Activities	78,533
Cash Flow From Capital and Related Financing Activities	
Receipts from Capital Grants	231,225
Acquisitions and Construction of Capital Assets	(401,607)
Payment of Extraordinary Maintenance	(1,894)
Accrued Pension and OPEB Liabilities	383,655
Net Effect of Deferred Outflows and Inflows	2,763
Prior Period Adjustment - Change in Accounting Principle	(342,923)
Net Cash (Used) by Capital and Related Financing Activities	(128,781)
Cash Flow From Investing Activities	
Interest Income	5,700
Net Cash Provided by Investing Activities	5,700
Net Decrease in Cash and Cash Equivalents	(44,548)
Beginning Cash	822,432
Ending Cash	\$ 777,884
<u>Reconciliation of Cash Balances:</u>	
Cash and Cash Equivalents - Unrestricted	\$ 734,573
Tenant Security Deposit	43,311
Total Ending Cash	\$ 777,884

See accompanying notes to the financial statements.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT OF CASH FLOWS -2
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2018

	2018
Reconciliation of Operating Income to Net Cash	
(Used) by Operating Activities	
Excess of Expenses Over Revenue	\$ (36,105)
Adjustments to reconcile excess revenue over expenses to net cash provided by operating activities:	
Depreciation Expense	112,887
(Increase) Decrease in:	
Accounts Receivables	(3,020)
Prepaid Expenses	(812)
Increase (Decrease) in:	
Accounts Payable	1,885
Accrued Expenses	37
Unearned Revenue	(644)
Compensated Absences - Long Term	1,327
Tenant Security Deposit Payable	2,978
Net Cash Provided By Operating Activities	\$ 78,533

See accompanying notes to the financial statements.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 1 - SUMMARY OF ORGANIZATION, ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Organization - The Authority is a governmental, public corporation which was organized under the laws public corporation created under federal and state housing laws as defined by State statute (N.J., S.A. 40A:12A-1 et al the Housing Authority Act) the Housing Authority Act) for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives for low and moderate income families residing in the Borough of Hightstown in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development (HUD).

The Authority is governed by a Board of Commissioners which is essentially autonomous but is responsible to the U.S. Department of Housing and Urban Development and the State of New Jersey Department of Community Affairs. An Executive Director is appointed by the Housing Authority's Board to manage the day-to-day operations of the Authority. The Authority is responsible for the development, maintenance, and management of public housing for low and moderate income families residing in the Borough of Hightstown. Operating and modernization subsidies are provided to the Authority by the federal government.

The financial statements include all the accounts of the Authority. The Authority is the lowest level of government over which the Authority's Board of Commissioners and Executive Director exercise oversight responsibility. The Authority is not included in any governmental "reporting entity" since its board members; while they are appointed primarily by the Mayor of Hightstown and Borough Council, the Board of Commissioners have decision making authority, the power to designate management, the responsibility to significantly influence operations, and primary responsibility for accounting and fiscal matters. The Authority has also concluded that it is excluded from Borough of Hightstown reporting entity.

Based on the following criteria, the Authority has not identified any entity which should be subject to evaluation for inclusion in the Authority's reporting entity. The criteria for including or excluding a component unit relationship as set forth in GASB's #61 *The financial Reporting Entity* and Financial Reporting Standards, include whether:

- A. The organization is legally separate.
- B. The organization is fiscal dependency on the primary government.
- C. The organization has potential to impose a financial benefit or burden on the primary government.
- D. The organization meets the financial accountability criteria for inclusion as a component unit of the primary government.
- E. The primary government is able to impose its will on the organization.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Significant Accounting Policies

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying financial statements are presented in conformity with accounting principles generally accepted in the United States of America for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources. The Authority has determined that the applicable measurement focus (flow of economic resources) and accounting basis (accrual) is similar to that of a commercial enterprise. As such, the use of proprietary funds best reflects the activities of the Authority.

The Authority has adopted GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. The Statement establishes accounting and financial reporting standards for non-exchange transactions including financial or capital resources. The Authority's primary source of non-exchange revenue relates to grants and subsidies. Grant and subsidy revenue are recognized at the time eligible program expenditures occur and/or the Authority has complied with the grant and subsidy requirements.

In accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, the Authority incorporates FASB and AICPA guidance into GASB authoritative literature.

The Authority adopted Statement No. 68 of the Governmental Accounting Standards Board *"Accounting and Financial Reporting for Pensions."* The Statement established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenditures associated with pension plans of State and Local Governments. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actual present value, and attribute that present value to periods of employee service. In addition, this Statement details the recognition and disclosure requirements for employers with liabilities to a defined benefit pension plan and for employers whose employees are provided with defined contribution pensions.

New Accounting Standards Adopted

Statement No. 75 of the Government Accounting Standards Board ("GASB 75") *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* was issued June 2015. GASB 75 establishes financial reporting standards for other postemployment benefits (OPEB) plans for state and local governments. This standard replaces the requirements of GASB 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Significant Accounting Policies -Continued

New Accounting Standards Adopted - Continued

The statement establishes standards for recognizing and measuring liabilities, deferred inflows and outflows of resources, and expense/expenditures, as well as identifying the methods and assumptions required to project benefit payments, discount projected benefit payments, to their actuarial present value, and attribute that present value to periods of employee service. Additionally, GASB 75 lays out requirements for additional note disclosures and required supplementary information.

The Authority adopted this accounting standards effective January 1, 2018. As a result of adopting GASB 75, which was applied retroactively, the Authority restated its other postemployment benefit liability and its net position as of December 31, 2017 by (\$342,923).

Basis of Accounting –

In proprietary fund, activities are recorded using the accrual basis of accounting. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. This requires the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

The major sources of revenue are tenants dwelling rentals, HUD operating subsidy, capital grants, and other revenue.

HUD's rent subsidy program provides housing to low income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts:

- (a) 30% of the family's adjusted monthly income,
- (b) 10% of the family's monthly income, or
- (c) Housing Authority of the Borough of Hightstown's flat rent amount.

Tenants dwelling rental charges are determined and billed monthly and are recognized as revenue when assessed because they are measurable and are collectible within the current period. The amounts not received by December 31, are considered to be accounts receivable and any amounts received for subsequent period are recorded as deferred revenue.

HUD operating, capital grants which finance capital and current operations are susceptible to accrual and recognized during the year earned in accordance with applicable HUD program guidelines. The Capital Fund Grant program contributions are expenditure driven grants with the revenue from the grant classified based on the expenditure.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Basis of Accounting – Continued

If the funds were expended for capital activities, the revenue is reported as capital contribution; if the funds are expended for other than capital, the revenue is reported as operating revenue.

Other revenue is income composed primarily of miscellaneous services fees and resident's late charges. The revenue is recorded as earned since it is measurable and available. Non-operating revenue and expenses consist of revenues and expenses that are related to financing and investing activities and result from non-exchange transactions or ancillary activities.

Financial transactions are recorded and organized in accordance with the purpose of the transaction. Each program is an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All material inter-program accounts and transactions are eliminated in the preparation of the basic financial statements. Because the Authority's activity is considered self-financing and does not rely on specific taxes or fines (i.e. property taxes, sales and use tax etc.) no activity will be maintained as governmental funds but will be recorded as proprietary funds under the Enterprise Fund.

Report Presentation –

The financial statements of the Authority have been prepared in accordance with accounting principles generally accepted in the United States of America applicable to enterprise funds of State and Local Governments on a going concern basis. The focus of enterprise funds is the measurement of economic resources, that is, the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The Authority is a single enterprise fund and maintains its records on the accrual basis of accounting. Enterprise funds account for activities (i) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (ii) that are required by law or regulations that the activity's cost of providing services, including capital cost (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues, or (iii) that the pricing policies of the activity establish fees and charges, designated to recover its costs, including capital costs (such as depreciation or debt service). Under this method, revenues are recorded when earned and expenses are recorded when the related liability is incurred.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Report Presentation – Continued

The Authority's financial statements are prepared in accordance with GASB Statement No. 34 (as amended), *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* ("Statement"). The Statement requires the basic financial statements to be prepared using the economic resources measurement focus and the accrual basis of accounting and requires the presentation of a Statement of Net Position, a Statement of Revenues, Expenses, and Changes in Net Position, and a Statement of Cash Flows. The Statement also requires the Authority to include Management's Discussion and Analysis as part of Required Supplementary Information.

GASB Statement No. 63 requires the classification of "net assets" into "net position" which consists of three components, Net Investment in Capital Assets, Restricted, and Unrestricted.

The adoptions of Statement No. 34, Statement No. 37, Statement No. 38, and Statement No. 63 have no significant effect on the financial statements except, for the classification of net position in accordance with Statement No. 63.

The federally funded programs administered by the Authority are detailed in the Financial Data Schedule and the Schedule of Expenditures of Federal Awards; both are which are included as Supplemental information.

Other accounting policies are as follows:

1 – Cash and cash equivalents are stated at cost, which approximates market. The Authority considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

2 – Collection losses on accounts receivable are charged against an allowance for doubtful accounts.

3 – Buildings and equipment are recorded at cost for all programs and depreciation is computed on the straight line basis.

4 – Repairs funded out of operations, such as painting, roofing and plumbing, are charged against income for all programs.

5 – Operating subsidies received from HUD are recorded as income when earned.

6 – The cost of accumulated unpaid compensated absences, including fringe benefits, is reported in the period earned rather than in the period paid.

7 – Prepaid expenses represent payments made by the Authority in the current year to provide services occurring in the subsequent fiscal year.

8 – The Authority does not have any infrastructure assets for its Enterprise Fund.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Other accounting policies - Continued

9 – Inter-fund receivable and payables arise from inter-fund transactions and are recorded by all funds in the period in which the transactions are executed.

10- Advertising cost is charged to expense when incurred.

11- When expenses are incurred where both restricted and unrestricted net positions are available the Authority will first use the restricted funds until they are exhausted and then the unrestricted net position will be used.

12- Costs related to environmental remediation are charged to expense. Other environmental costs are also charged to expense unless they increase the value of the property and/or provide future economic benefits, in which event they are capitalized. Liabilities are recognized when the expenditures are considered probable and can be reasonably estimated. Measurement of liabilities is based on currently enacted laws and regulations, existing technology, and undiscounted site-specific costs. Generally, such recognition coincides with the Authority's commitment to a formal plan of action.

13- Certain conditions may exist as of the date the financial statements are issued, which may result in a loss to the Authority but which will only be resolved when one or more future events occur or fail to occur. The Authority's management and its legal counsel assess such contingent liabilities, and such assessment inherently involves an exercise of judgment. In assessing loss contingencies related to legal proceedings that are pending against the Authority or unasserted claims that may result in such proceedings, the Authority's legal counsel evaluates the perceived merits of any legal proceedings or unasserted claims as well as the perceived merits of the amount of relief sought or expected to be sought therein. If the assessment of a contingency indicates that it is probable that a material loss has been incurred and the amount of the liability can be estimated, then the estimated liability would be accrued in the Authority's financial statements. If the assessment indicates that a potentially material loss contingency is not probable but is reasonably possible, or is probable but cannot be estimated, then the nature of the contingent liability, together with an estimate of the range of possible loss if determinable and material, would be disclosed. Loss contingencies considered remote are generally not disclosed unless they involve guarantees, in which case the nature of the guarantee would be disclosed.

14 - Taxes

The Authority operates as defined by the Internal Revenue Code Section 115 and is exempt from income taxes under Section 115.

Under federal, state, and local law, the Authority's program is exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of a Cooperation Agreement. Under the Cooperation Agreement, the Authority pay the municipality a 10% of its net shelter rent.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Other accounting policies - Continued

15 - Net Position

In accordance with the provisions of Statement No. 34 ("Statement 34") of the Governmental Accounting Standards Board "*Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*", the Authority has classified its net position into three components - net investment in capital assets; restricted; and unrestricted. These classifications are defined as follows:

Net Investment in Capital Assets - This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted - This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), granters, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position - This component of net position consists of net position that do not meet the definitions of "restricted" or "net investment in capital assets."

16-Impairment Losses

The Authority reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property including any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. No impairment losses were recognized in 2018.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Budgetary and Policy Control –

The Authority submits its annual operating budgets and capital budgets to HUD. The Authority also submits its annual operating and capital budgets to the State of New Jersey Department of Community Affairs in accordance with New Jersey statute. After the New Jersey Department of Community Affairs approves the budget, it is formally adopted by resolution of the Housing Authority's Board of Commissioners. Once adopted, the Board of Commissioners may amend the legally adopted budget when unexpected modifications are required in estimated revenues and expenses. Each fund's budget is prepared on a detailed line item basis. Revenues are budgeted by source and expenditures are budgeted by expense classification within each revenue source.

Activities - The only programs or activities administered by the Authority were:

<u>Program</u>	<u>CFDA #</u>	<u>Project #</u>	<u>Units Authorized</u>
<u>Public Housing</u>			
Public and Indian Housing Program	14.850	NJ-45	100
Public Housing Capital Fund	14.872		

Public and Indian Housing Program:

Under the Public and Indian Housing Program, the Authority rents units that it owns to low-income households. This program is operated under an Annual Contributions Contract (ACC) with HUD. HUD's rent subsidy program provides housing assistance to low income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts: (a) 30% of the family's adjusted monthly income, (b) 10% of the family's monthly income, or (c) the Housing Authority of the Borough of Hightstown flat rent amount.

Public Housing Capital Fund Program:

The Public Housing Capital Fund was established under the Quality Housing & Work Responsibility Act of 1998 (QHWRA). Substantially all additions to land, structures and equipment are accomplished through these programs (included in the financial statements under PHA Owned Housing). These funds replace or materially upgrade deteriorated portions of existing Authority property. This fund is used for repairs, major replacements, upgrading and other non-routine maintenance work that needs to be done on the Authority's apartments to keep them clean, safe and in good condition.

Grants - The Authority receives reimbursement from various grantors for the cost of sponsored projects, including administrative cost. Grant revenues are recognized as income when earned. Grant expenditures are recognized on the accrual basis.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

Board of Commissioners - The criteria used in determining the scope of the entity for financial reporting purposes are as follows:

1. The ability of the Board to exercise supervision of a component unit's financial independence.
2. The Board's governing authority extends to financial decision making authority and is held primarily accountable for decisions.
3. The Board appoints the management of the Authority who is responsible for the day-to-day operations and this management are directly accountable to the Board.
4. The ability of the Board to significantly influence operations through budgetary approvals, signing and authorizing contracts, exercising control over facilities, and approving the hiring or retention of key managerial personnel.
5. The ability of the Board to have absolute authority over all funds of the Authority and have accountability in fiscal matters.

NOTE 2 – ESTIMATES

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectibility of accounts receivable, the use, and recoverability of inventory, and the useful lives and impairment of tangible and intangible assets, among others. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from the estimates.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 3 - PENSION PLAN

The Authority participates in the State of New Jersey Public Employees Retirement System (PERS), which is sponsored and administered by the New Jersey Division of Pensions and Benefits. It is a cost sharing, multiple-employer defined benefit pension plan. PERS was established in January 1955 under the provision of NJ SA 43:15A to provide coverage, including post-retirement health care, for substantially all full time employees of the state, its counties, municipalities, school districts or public agencies, provided the employee is not a member of another state administered retirement system.

Membership is mandatory for such employees. Contributions to the plan are made by both the employee and the Authority. Required employee contributions to the system are based on a flat rate determined by the New Jersey Division of Pensions for active plan members. Benefits paid to retired employees are based on length of service, latest earnings, and veteran status. Authority contributions to the system are determined by PERS and are billed annually to the Authority.

The State of New Jersey, Department of Treasury, Division of Pensions and Benefits, issued publicly available financial reports that include the financial statements and required supplementary information for PERS. The financial reports may be obtained by writing to the State of New Jersey, Department of Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0925.

On the web:

<http://www.state.nj.us/treasury/pensions/pdf/financial/2018divisioncombined.pdf>

Funding Policy

The contribution policy is set by N.J.S.A. 43:15A, Chapter 62, P.L. of 1994 and Chapter 115, P.L. of 1998, and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. Employer's contributions are actuarially determined annually by the Division of Pensions. Employee contributions are currently 6.64% of base wages. The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments, the cost of medical premiums after retirement for qualified retirees, and noncontributory death benefits. The Authority's contribution for 2018 amounted to \$30,894.

Post-Employment Retirement Benefits

The Authority provides post-employment health care benefits and life insurance for its eligible retirees. Eligibility requires that employees be 55 years or older with various years of service.

Further information on the Pension Plan and its effects do to the adoption of GASB 68 can be found in Note 17 – Accrued Pension Liability.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 4 – CASH, AND CASH EQUIVALENTS

The Authority's cash, cash equivalents are stated at cost, which approximates market. Cash, cash equivalents and investment includes cash in banks, petty cash and a money market checking account and certificates of deposit, and other investments with original maturities of less than three months from the date of purchase. For the statement of cash flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase.

Concentration of Credit Risk

HUD requires housing authorities to invest excess funds in obligations of the United States, Certificates of Deposit or any other federally insured investment. HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC/FSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority. These funds at various banks are collateral pledge under the New Jersey Government Code of the Banking Law.

Risk Disclosures

Collateral for Deposits

New Jersey Authorities are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or State of New Jersey or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey Authorities. The Authority is required to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey.

Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from rising interest rates, the Authority's investment policy limits the Authority's investment portfolio to maturities not to exceed two years at time of purchase. At December 31, 2018, the Authority's deposits and investments were not limited and all of which are either available on demand or have maturities of less than two years.

Credit Risk

This is risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The Authority's investment policy is that none of its total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and instrumentalities.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements
December 31, 2018

NOTE 4 - CASH, CASH EQUIVALENTS - CONTINUED

Credit Risk - continued

The Authority's checking accounts and investments are categorized to give indication of the level of credit risk assumed by the Authority. Custodial credit risk is the risk in the event of a bank failure, the Authority's deposits may not be returned to it. The custodial credit risk categories are described as follows:

<u>Depository Accounts</u>	<u>December-18</u>
Insured	\$ 500,220
Collateralized held by pledging bank's trust department in the Authority's name	277,664
Total Cash and Cash Equivalents	<u>\$ 777,884</u>

Restricted Deposits

The Authority has total restricted cash at December 31, 2018 in the amount of \$43,311 which consists of tenant security deposits. These amounts are held as security deposits for the tenants of the Public and Indian Housing Program in an interest bearing accounts.

NOTE 5 - ACCOUNTS RECEIVABLE

Accounts Receivable at December 31, 2018 consisted of the following:

	<u>December-18</u>
Tenants Accounts Receivable - Present	\$ 4,546
Less Allowance for Doubtful Accounts	<u>(1,526)</u>
Net Tenants Accounts Receivable	<u>\$ 3,020</u>

The Housing Authority of the Borough of Hightstown carries its accounts receivable at cost less an allowance for doubtful accounts. Accounts are written off as uncollectible when management determines that a sufficient period of time has elapsed without receiving payment and the individual do not exhibit the ability to meet their obligations. Management continually monitors payment patterns of the tenants, investigates past-due accounts to assess likelihood of collections, and monitors the industry and economic trends to estimate required allowances. It is reasonably possible that management's estimate of the allowance will change.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements December 31, 2018

NOTE 6 – PREPAID EXPENSES

Certain payments to vendors reflect cost applicable to future accounting periods and are recorded as prepaid items. All purchases of insurance premiums are written off on a monthly basis. Prepaid expenses as of December 31, 2018 consisted of prepaid insurance in the amounts of \$20,517.

NOTE 7 – INTERFUND ACTIVITY

Interfund activity is reported as short term loans, services provided during the course of operations, reimbursements, or transfers. Short term loans are reported as interfund short term receivables and payable as appropriate. The amounts between the various programs administered by the Authority at December 31, 2018 are detailed on the Financial Data Schedule of this report. Interfund receivables and payables between funds are eliminated in the Statement of Net Position.

NOTE 8 - FIXED ASSETS

Fixed assets consist primarily of expenditures to acquire, construct, place in operations, and improve the facilities of the Authority and are stated by an appraised value.

Expenditures for repairs, maintenance and minor renewals are charged against income in the year they are incurred. Major renewals and betterment are capitalized.

Expenditures are capitalized when they meet the Capitalization Policy requirements. Under the policy, assets purchased or constructed at a cost not exceeding \$1,000 are expensed when incurred.

Donated fixed assets are stated at their fair value on the date donated.

Depreciation Expense

Depreciation expense at December 31, 2018 was \$112,887. Depreciation is provided using the straight line method over the estimated useful lives of the assets.

1. Building and Structure	40 years
2. Office Improvements	7 years
3. Site Improvements	15 years
4. Building Components	15 years
5. Office Equipment	5 years

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements
December 31, 2018

NOTE 8 - FIXED ASSETS - CONTINUED

The Housing Authority of the Borough of Hightstown reviews its rental property for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. When recovery is reviewed, if the undiscounted cash flows estimated to be generated by the property are less than its carrying amount, management compares the carrying amount of the property to its fair value in order to determine whether an impairment loss has occurred. The amount of impairment loss is equal to the excess of the asset's carrying value over its estimated fair value. No impairment loss has been recognized during the years ended December 31, 2018.

Below is a schedule of changes in fixed assets for the twelve months ending December 31, 2018:

	<u>December-17</u>	<u>Additions</u>	<u>December-18</u>
Land	\$ 336,630	\$ -	\$ 336,630
Building	7,266,626	170,382	7,437,008
Furniture, Equipment - Dwelling	118,008	-	118,008
Furniture, Equipment - Administration	152,380	-	152,380
Construction in Process	165,473	231,225	396,698
Total Fixed Assets	<u>8,039,117</u>	<u>401,607</u>	<u>8,440,724</u>
Accumulated Depreciation	<u>(6,462,233)</u>	<u>(112,887)</u>	<u>(6,575,120)</u>
Net Book Value	<u>\$ 1,576,884</u>	<u>\$ 288,720</u>	<u>\$ 1,865,604</u>

Below is a schedule of the net book value of the fixed assets for the Authority as of December 31, 2018:

<u>Net Book Value of Fixed Assets</u>	<u>December-18</u>
Land	\$ 336,630
Building	1,125,297
Furniture, Equipment - Dwelling	6,979
Furniture, Equipment - Administration	-
Construction in Process	396,698
Net Book Value	<u>\$ 1,865,604</u>

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 9 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

A deferred outflow is an outflow of resources, which is a consumption of net assets by the government that is applicable to the reporting period. A deferred inflow is an inflow of resources, which is an acquisition of net assets by the government that is applicable to the reporting period.

The Pension Liability discussed in Note 17 resulted in the Authority incurring deferred outflows and inflows. The difference between expected and actual experience with regard to economic and demographic factors, when the actuary calculated the net pension liability, is amortized over a five-year closed period for PERS, reflecting the average remaining service life of members (active and inactive members), respectively. The first year of amortization is recognized as pension expense with the remaining years shown as either a deferred outflow of resources or a deferred inflow of resources.

The Authority's deferred outflows and inflows are as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experiences	\$ 11,662	\$ 3,153
Changes in Assumptions	100,772	195,539
Net Difference Between Projected and Actual Earning on Pension Plan Investments	-	5,736
Changes in Proportion and Differences Between Contributions and Proportionate Share of Contributions	105,603	36,491
Contributions Subsequent to the Measurement Date	-	-
Total	<u>\$ 218,037</u>	<u>\$ 240,919</u>

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 9 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES - CONTINUED

Difference in Expected and Actual Experience

The difference between expected and actual experience with regard to economic and demographic factors is amortized over a five year closed period reflecting the average remaining service life of the plan members (active and inactive), respectively. The first year of amortization is recognized as pension expense with the remaining years shown as either deferred outflow of resources or a deferred inflow of resources. The collective amount of the difference between expected and actual experience for the fiscal year is \$11,662 and \$3,153.

Changes in Assumptions

The change in assumptions about future economic or demographic factors or other inputs is amortized over a five year closed period, reflecting the average remaining service life of the plan members (active and inactive members), respectively. The first year of amortization is recognized as pension expense with the remaining years shown as either a deferred outflow of resources or a deferred inflow of resources. The collective amount of the difference between expected and actual experience for the fiscal year is \$100,772 and \$195,539.

Net Difference between Projected and Actual Investments Earnings on Pension Plan Investments

The difference between the System's expected rate of return of 7.5% and the actual investment earnings on pension plan investments is amortized over a five year closed period in accordance with GASB 68. The first year of amortization is recognized as pension expense with the remaining years shown as either a deferred outflow of resources or a deferred inflow of resources. The collective amount of the difference between expected and actual experience for the fiscal year is \$-0- and \$5,736.

Changes in Proportion and Differences between Contributions and Proportionate Share of Contributions

The change in employer proportionate share is the amount of difference between the employer proportionate shares of net pension liability in the prior year compared to the current year. The difference between employer contributions and proportionate share of contributions is the difference between the total amount of employer contributions and the amount of the proportionate share of employer contributions. The change in proportionate share and the difference between employer contributions and proportionate share of contributions is amortized over a six-year closed period for PERS, reflecting the average remaining service life of PERS members (active and inactive members), respectively. The changes in proportion and differences between employer contributions and proportionate share of contributions for the fiscal year are \$105,603 and \$36,491.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 10 – ACCOUNTS PAYABLE

The Authority reported accounts payable on its Statement of net Position as of December 31, 2018. Accounts payable vendors are amount owing to creditors or generally on open accounts, as a result of delivered goods and completed services. Accounts payable at December 31, 2018 consist of the following:

	<u>December-18</u>
Accounts Payable Vendors	\$ 11,884
Accounts Payable - Other Government	39,796
Total Accounts Payable	<u>\$ 51,680</u>

NOTE 11 – ACCOUNTS PAYABLE – OTHER GOVERNMENT (PILOT PAYABLE)

Under Federal, State and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make a payment in lieu of taxes (PILOT) for the PHA Owned Program in accordance with the provisions of its Cooperation Agreement with the Borough of Hightstown. Under the Cooperation Agreements, the Authority must pay the municipality the littlest of 10% of its net shelter rent or the approximate full real property taxes. The total amount of PILOT payable at December 31, 2018 is \$39,796.

	<u>December-18</u>
Balance Beginning of Year	\$ 35,981
P.I.L.O.T. Accrued	39,796
Less: Payments Made	<u>(35,981)</u>
Total P.I.L.O.T. Payable	<u>\$ 39,796</u>

NOTE 12 – ACCRUED EXPENSES

The Authority reported accrued expenses on its Statement of Net Position. Accrued expenses are liabilities covering expenses incurred on or before December 31, and are payable at some future date. Accrued liabilities at December 31, 2018 consist of the following:

	<u>December-18</u>
Compensated Absences - Current Portion	\$ 2,600
Accrued Payroll Taxes	92
Total Accrued Expenses	<u>\$ 2,692</u>

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 13 – ACCRUED COMPENSATED ABSENCES

Compensated absences are those for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the Authority will be accounted for in the period in which such services were rendered.

An employee may not accumulate vacation leave beyond the end of any calendar year. Employees may be compensated for accumulated sick leave to a maximum of thirty days.

The Authority has determined that the potential liability for accumulated sick time is as follows:

	<u>December-18</u>
Sick Time	\$ 24,153
FICA Expense	1,848
Total Compensated Absences	<u>26,001</u>
Less: Current Portion	<u>(2,600)</u>
Total Accrued Compensated Absences - Long Term	<u><u>\$ 23,401</u></u>

NOTE 14 – UNEARNED REVENUE

The Authority reported unearned revenues on its Statement of Net Position. Unearned revenues arise when resources are received by the Authority before it has legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Authority has a legal claim to the resources, the liability for unearned revenue is removed from the Statement of Net Position and the revenue is recognized. The unearned revenue for December 31, 2018 is \$3,095 which represents prepaid rent for the month of January 2019.

NOTE 15 – LONG TERM DEBT

At December 31, 1999, the Authority's Long Term Debt (guaranteed by HUD), in accordance with HUD's GAAP Conversion Guide, the Long Term Debt and related debt service accounts were written off. GASB Interpretation No. 2, "Disclosure of Conduit Debt Obligations," provided guidance as to the proper GAAP treatment of this HUD-guaranteed debt. The debt transactions between the Authority and HUD are similar to conduit debt obligations, which are "certain limited-obligation revenue bonds, certificates of participation, or similar debt instruments issued by the state or local governmental entity for the express purpose of providing capital financing for a specific third party that is not a part of the issuer" financial reporting entity.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements
December 31, 2018

NOTE 16 – ACCRUED PENSION AND OPEB LIABILITIES

The Authority as of December 31, 2018 reported accrued pension and OPEB liability amounts as follows:

	<u>December-18</u>
Accrued OPEB Liability	\$ 538,942
Accrued Pension Liability	<u>611,543</u>
Total OPEB and Pension Liability	<u><u>\$ 1,150,485</u></u>

These amounts arose due to adoption of GASB #75 this year as well as GASB #68 which was adopted in 2015 year. This note will discuss the liability associated with GASB #75, which is accrued other postemployment benefits. Note - 17 will discuss the effect of GASB #68 and the liability which arose from that.

OPEB Liability – Plan Description and Benefits Provided

Plan Description: The Authority administers a single-employer defined-benefit post-employment healthcare plan. Spouses are eligible for coverage under the plan and benefits may continue to the surviving spouses.

Benefits Provided: Retirees, that are vested, are eligible for post-employment medical benefits, including prescription drug benefits, as part of the medical plan on a fully insured basis through New Jersey State Health Benefits Program. Employee will pay Medicare Part B premium and reimbursed by Authority. Dental coverage and vision coverage are also provided to retirees. All coverages are 100% subsidized by the Authority.

Employees covered by benefits terms: At January 1, 2018 (the census date), the following employees were covered by the benefits terms:

Retired Employees Receiving Benefits	0
Actives Eligible for Benefits	0
Active Employees	<u>4</u>
Total Employees	<u><u>4</u></u>

Assets: The Authority has not accumulated plan assets in an irrevocable trust designated for plan participants.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 16 – ACCRUED OPEB LIABILITIES – CONTINUED

Net OPEB Liability

The Authority's net OPEB liability was measured as of January 1, 2018 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions: The total OPEB Liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all period included in the measurement, unless otherwise specified:

Discount Rate:	3.50%, net of OPEB plan investment expense, including inflation.
Assets	Not valued since benefit is unfunded
Information for Valuation	All information provided by Authority
Covered Benefits	Employees that retire are eligible for subsidized postemployment medical, including prescription drug coverage. Benefits are provided for dental, vision, and Medicare Part B premium
Insurance Coverage and Funding Basis	Medical, including prescription drugs, are fully insured through the NJ State Health Benefits Program for Local Government Employer Groups.
Actuarial Cost Method	Entry Age Normal as Percentage of Payroll
Retirement System	Valuation is based on NJ Public Employees' Retirement System (PERS). Decrement tables used in this valuation are from the July 1, 2016 Annual Report of the Actuary.
Mortality	RP 2014 Healthy Male and Femal Tables are base don the Combined Healthy Table for both pre & post reitirement projected with mortality improvements using Projection Scale AA for 2 years plus 7 years for generational improvement.

Change in Assumptions: Effective January 1, 2018.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements
December 31, 2018

NOTE 16 – ACCRUED OPEB LIABILITIES – CONTINUED

Changes in Net OPEB Liability:

Balance as of January 1, 2018	<u>\$ 499,721</u>
 <i><u>Changes For the Year</u></i>	
Service Cost	21,731
Interest	17,490
Benefit Payments	-
Net Changes	<u>39,221</u>
 Balance as of December 31, 2018	 <u>\$ 538,942</u>

Sensitivity of the OPEB Liability to changes in the discount rate: The following presents the total OPEB liability of the Authority, as well as what the Authority's OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.50%) or one percentage point higher (4.50%) than the current discount rate:

	<u>Discount Rate Sensitivity</u>		
	1% Decrease	Current Rate	1% Increase
	2.50%	3.50%	4.50%
Total OPEB Liability	\$ 707,643	\$ 538,942	\$ 419,508

Sensitivity of the OPEB Liability to changes in healthcare cost trend rates: The following presents the total OPEB liability of the Authority, as well as what the Authority's OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates than the current healthcare cost trend rates:

	<u>Healthcare Cost Inflation Rate Sensitivity</u>		
	1% Decrease	Current	1% Increase
Total OPEB Liability	\$ 409,174	\$ 538,942	\$ 722,637

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2018, the Authority recognized an OPEB expense of \$39,221 before contribution in the amount of \$-0-, which netted to \$39,221. As of December 31, 2018, the Authority did not report a deferred outflow of resources and deferred inflows of resources in relation to OPEB.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements December 31, 2018

NOTE 17 – ACCRUED PENSION LIABILITY

Net Pension Liability Information

The Authority as of December 31, 2018 reported a net pension liability in the amount of \$611,543 due to GASB 68. The component of the current year net pension liability of the Authority as of June 30, 2018, the last evaluation date, is as follows:

	<u>PERS</u>
Employer Total Pension Liability	\$ 1,317,897
Plan Net Position	<u>(706,354)</u>
Employer Net Pension Liability	<u>\$ 611,543</u>

The Authority allocation percentage is 0.0031059349% as of June 30, 2018.

Plan Description

The Authority participates in the State of New Jersey Public Employees Retirement System (PERS), which is sponsored and administered by the New Jersey Division of Pensions and Benefits. The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division).

For additional information about PERS, please refer to Division's Comprehensive Annual Financial Report (CAFR) which can be found at www.state.nj.gov/treasury/pensions/financial-reports.shtml.

The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of PERS. The Authority participates in the State of New Jersey, Public Employees' Retirement System (PERS).

The following represents the membership tiers for PERS:

- 1) Tier 1 – Members who enrolled prior to July 1, 2007
- 2) Tier 2 – Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
- 3) Tier 3 – Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
- 4) Tier 4 – Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
- 5) Tier 5 – Members who were eligible to enroll on or after June 28, 2011.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 17 – ACCRUED PENSION LIABILITY - CONTINUED

Allocation Percentage Methodology

Although the Division administers one cost-sharing multiple-employer defined benefit pension plan, separate (sub) actuarial valuations are prepared to determine the actuarial determined contribution rate by group. Following this method, the measurement of the collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense excluding that attributable to employer-paid member contributions are determined separately for each individual employer of the State and local groups of the plan.

To facilitate the separate (sub) actuarial valuations, the Division maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the schedule of employer allocations are applied to amounts presented in the schedules of pension amounts by employer. The allocation percentages for each group as of June 30, 2018 are based on the ratio of each employer's contributions to total employer contributions of the group for the fiscal years ended June 30, 2018.

The contribution for PERS is set by NJSA 43:15A and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount, which include the employer portion of the normal cost and an amortization of the unfunded accrued liability. Funding for noncontributory group insurance benefits is based on actual claims paid. For fiscal year 2018 the State's pension contribution was less than the actuarial determined amount.

The local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability.

The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 17 – ACCRUED PENSION LIABILITY - CONTINUED

Actuarial Assumptions

The total pension liability for June 30, 2018 measurement dates were determined by using an actuarial valuation as of July 1, 2016, with update procedures used to roll forward the total pension liability to June 30, 2018. The actuarial valuations used the following actuarial assumptions:

Inflation	2.25%
Salary Increases:	
Through 2026	1.65-4.15%, based on age
Thereafter	2.65-5.15%, based on age
Investment Rate of Return	7.00%

Pre-retirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scale. Post-mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (setback 1 year for males and females) for service retirements and beneficiaries of former members and a one-year static projection based on mortality improvement Scale AA. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scale. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

The actuarial assumptions used in the July 1, 2017 evaluation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities were higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 17 – ACCRUED PENSION LIABILITY - CONTINUED

Actuarial Assumptions - Continued

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2018) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2018 as summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Absolute return/risk mitigation	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Markets Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%
	<u>100%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 5.66% as of June 30, 2018. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00%, and a municipal bond rate of 3.87% as of June 30, 2018, based on the Bond Buyer Go 20-Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements
December 31, 2018

NOTE 17 – ACCRUED PENSION LIABILITY - CONTINUED

Discount Rate -Continued

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2046. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Net Pension Liability to the Discount Rate Assumption

The following presents the current-period net pension liability of the employers calculated using the current-period discount rate assumption of 5.66% percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (4.66% percent) or 1 percentage-point higher (6.66% percent) than the current assumption (in thousands). Sensitivity of the Authority's proportionate share of the Net Pension Liability due to change in the Discount Rate:

	1% Decrease (4.66%)	Current Discount (5.66%)	1% Increase (6.66%)
Authority's Proportionate Share of the Net Pension Liability (Asset)	\$ 768,945	\$ 611,543	\$ 479,493

Collective Deferred Outflows of Resources and Deferred Inflows of Resources

The amounts reported as deferred outflows of resources and deferred inflows of resources (excluding employer specific amounts) related to pensions will be recognized in pension expense as follows:

Year Ending June 30, 2019	\$ 4,244
Year Ending June 30, 2020	(5,876)
Year Ending June 30, 2021	(42,139)
Year Ending June 30, 2022	(36,527)
Year Ending June 30, 2023	(11,696)
Total	<u>\$ (91,994)</u>

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements

December 31, 2018

NOTE 17 – ACCRUED PENSION LIABILITY – CONTINUED

Changes in Proportion

The previous amounts do not include employer specific deferred outflows of resources and deferred inflows of resources related to changes in proportion. These amounts should be recognized (amortized) by each employer over the average of the expected remaining service lives of all plan members, which is 5.48, 5.57, 5.72, and 6.44 years for the 2018, 2017, 2016, and 2015 amounts, respectively.

Pension Expense

The components of allocable pension expense, which exclude pension expense related to specific liabilities of individual employers, for the plan fiscal year ending June 30, 2018, are as follows:

Service Cost	\$	28,866
Interest on the Total Pension Liability		69,395
Member Contributions		(16,576)
Administrative Expenses		459
Expected Investment Return Net of Investment Expenses		(43,569)
Pension Expense Related to Specific Liabilities of Individual Employers		(255)
Current Period Recognition (Amortization) of Deferred Outflows and Inflows of Resources:		
Difference Between Expected and Actual Experience		4,681
Changes of Assumptions		(5,389)
Differences Between Projected and Actual Investment Earnings on Pension Plan Investments		(3,711)
Total	\$	<u>33,901</u>

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements December 31, 2018

NOTE 18 – UNRESTRICTED

The Authority's Unrestricted Net Position account balance at December 31, 2018 is \$(496,125). The detail of the account balance is as follows:

	<u>PIH Program Reserves</u>
Balance December 31, 2017	\$ (63,408)
Increase for the Period - Operations	80,588
Prior Period Adjustment - GASB #75	(342,923)
Fixed Assets Additions	(170,382)
Balance December 31, 2018	<u>\$ (496,125)</u>

NOTE 19 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Authority purchases commercial insurance. During the year ended December 31, 2018, the Authority's risk management program, in order to deal with the above potential liabilities, purchased various insurance policies for fire, general liability, crime, auto, employee bond, worker's compensation, and public-officials errors omissions. Periodically, but not less than once annually, the Authority conducts a physical inspection of its buildings for the purpose of determining potential liability issues.

NOTE 20 - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The Authority operations are concentrated in the low income housing real estate market. In addition, the Authority operates in a heavily regulated environment. The operations of the Authority are subject to the administrative directives, rules and regulations of federal, state, and local regulatory agencies, including, but not limited to HUD. Such administrative directives, rules, and regulations are subject to change by an act of congress or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

Total financial support by HUD was \$537,828 to the Authority which represents approximately 46% percent of the Authority's total revenue for the year December 31, 2018.

NOTE 21 - ANNUAL CONTRIBUTIONS BY FEDERAL AGENCIES

HUD contributes operating subsidy for the Public and Indian program approved in the operating budget under the Annual Contribution Contract. The operating subsidy contributions for the year ended September 30, 2018 were \$286,555.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Notes to Financial Statements
December 31, 2018

NOTE 22 - CONTINGENCIES

Litigation – At December 31, 2018, the Authority was not involved in any threatened litigation.

Grants Disallowances – The Authority participates in federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits performed by the federal government could lead to adjustments for disallowed claims, including amounts already collected, and reimbursement by the Authority for expenditures disallowed under the terms of the grant. The Authority’s management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

NOTE 23 - PRIOR PERIOD ADJUSTMENTS

For year ending December 31, 2018

As of December 31, 2018 the Authority had a prior period adjustment in the amount of (\$343,923) while recording GASB #75 Net OPEB Liability as detailed below:

Net OPEB Liability GASB #45 January 1, 2018 Liability	\$ 156,798
Adoption of GASB #75 - January 1, 2018	(499,721)
Prior Period Adjustment - January 1, 2018	<u>\$ (342,923)</u>

NOTE 24 - SUBSEQUENT EVENTS

Events that occur after the Statement of Net Position date but before the financial statements were available to be issued, must be evaluated for recognition or disclosed. The effects of subsequent events that provide evidence about conditions that existed after the Statement of Net Position date required disclosure in the accompanying notes. Management has evaluated the activity of the Authority thru May 20, 2019; the date which the financial statements were available for issue and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
Required Supplementary Information
 December 31, 2018

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS LAST TEN FISCAL YEARS

GASB #75 requires supplementary information which includes changes in the Authority's total OPEB liability along with related ratios as listed below.

<u>Total OPEB Liability</u>	<u>2018</u>
Service Cost	\$ 21,731
Interest	17,490
Changes in Benefit Terms	-
Difference Between Expected and Actual Experiences	-
Changes in Assumptions or Other Inputs	-
Benefit Payments	-
Net Change in Total OPEB Liability	<u>39,221</u>
Total OPEB Liability, Beginning	<u>499,721</u>
Total OPEB Liability, Ending	<u><u>\$ 538,942</u></u>
Covered, Employee Payroll	\$ 225,944
Total OPEB Liability as a percentage of covered employee payroll	238.53%

Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
Required Supplementary Information
 December 31, 2018

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM

GASB #68 requires supplementary information which includes the Authority's share of the net pension liability along with related ratios as listed below.

The schedule below displays the Authority's proportionate share of Net Pension Liability.

	2018	2017	2016	2015	2014
Housing Authority's proportion of the net pension liability	0.00310593%	0.00256218%	0.00256218%	0.00248042%	0.00277492%
Housing Authority's proportionate share of the net pension liability	\$ 611,543	\$ 610,032	\$ 758,843	\$ 556,806	\$ 519,540
Housing Authority's covered employee payroll	\$ 245,159	\$ 241,813	\$ 219,971	\$ 222,546	\$ 221,180
Housing Authority's proportionate share of the net pension liability as a percentage of its covered-employee payroll	249.45%	252.27%	344.97%	250.20%	234.89%
Plan fiduciary net position as a percentage of the total pension liability	53.60%	48.01%	59.86%	52.07%	52.08%

**The amounts determined for each fiscal year were determined as of June 30.*

Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
Required Supplementary Information
 December 31, 2018

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM

The schedule below displays the Authority's contractually required contributions along with related ratios.

	2018	2017	2016	2015	2014
Contractually required contribution	\$ 30,894	\$ 24,277	\$ 22,762	\$ 21,325	\$ 22,876
Contribution in relation to the contractually required contribution	(30,894)	(24,277)	(22,762)	(21,325)	(22,876)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Authority's covered payroll	\$ 245,159	\$ 241,813	\$ 219,971	\$ 222,546	\$ 221,180
Contribution as a percentage of covered employee payroll	12.60%	10.04%	10.35%	9.58%	10.34%

**The amounts determined for each fiscal year were determined as of June 30.*

Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2018**

Programs funded by:
U.S. Department of Housing and Urban Development

CFDA #'s	Grant Period		Grant Award	Fiscal Year	Fiscal Year	Cumulative Expenditures
	From	To		Cash Receipts	Expenditures	
<u>Public and Indian Housing Program</u>						
NJ045-00000117D	1/1/2017	12/31/2017	\$ 256,057	\$ 259	\$ 259	\$ 256,057
NJ045-00000118D	1/1/2018	12/31/2018	286,296	286,296	286,296	286,296
Grant Subtotal			<u>542,353</u>	<u>286,555</u>	<u>286,555</u>	<u>542,353</u>
<u>Public Housing Capital Fund Program</u>						
NJ39P045501-15	4/13/2015	4/12/2019	101,174	12,626	12,626	101,174
NJ39P045501-16	4/13/2016	4/12/2020	110,954	37,149	37,149	110,954
NJ39P045501-17	8/16/2017	8/15/2021	110,981	81,661	81,661	110,981
NJ39P045501-18	5/29/2018	5/28/2022	170,408	119,837	119,837	119,837
Grant Subtotal			<u>493,517</u>	<u>251,273</u>	<u>251,273</u>	<u>442,946</u>
Total Expenditures of Federal Awards				\$ 537,828	\$ 537,828	\$ 985,299

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2018**

Note 1. Presentation:

The accompanying Schedule of Expenditures of Federal Awards includes the federal award activity of the Housing Authority of the Borough of Hightstown is under programs of the federal government for the year ended December 31, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority of the Borough of Hightstown, it is not intended to and does not present the financial position, change in net position, or cash flows of the Housing Authority of the Borough of Hightstown.

Note 2. Summary of Significant Accounting Policies:

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3. Indirect Cost Rate

The Housing Authority of the Borough of Hightstown has not elected to use the 10 percent de minimis indirect cost rate as allowable under the Uniform Guidance.

Note 4. Loans Outstanding:

Housing Authority of the Borough of Hightstown had had no loans outstanding at December 31, 2018.

Note 5. Non- Cash Federal Assistance:

The Authority did not receive any non-cash Federal assistance for the year ended December 31, 2018.

Note 6. Sub recipients:

Of the federal expenditures presented in the schedule above, the Housing Authority of the Borough of Hightstown did not provide federal awards to any sub recipients.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT AND CERTIFICATION OF
ACTUAL CAPITAL FUND GRANT COST
AS OF DECEMBER 31, 2018**

	NJ39PO45501-15		
	Approved Budget	Actual Cost	Overrun
Management Improvements	\$ 2,774	\$ 2,774	\$ -
Administrations	9,000	9,000	-
Site Improvements	33,628	33,628	-
Dwelling Structures	50,457	50,457	-
Dwelling Equipment	4,375	4,375	-
Non-Dwelling Structures	941	941	-
Total	\$ 101,174	\$ 101,174	\$ -
Funds Advanced	\$ 101,174		
Funds Expended	101,174		
Excess of Funds Advanced	<u>\$ -</u>		

1. The distribution of cost by project and account classification accompanying the Actual Capital Fund Cost Certificates submitted to HUD for approval were in agreement with the Authority's records.
2. All Capital Fund cost have been paid and all related liabilities have been discharged through payment.
3. The Capital Fund Program 501-15 was completed on July 31, 2018
4. There were no budget overruns noted.

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN
STATEMENT AND CERTIFICATION OF
ACTUAL CAPITAL FUND GRANT COST
AS OF DECEMBER 31, 2018**

	NJ39PO45501-16		
	Approved Budget	Actual Cost	Overrun
Management Improvements	\$ -	\$ -	-
Administrations	9,000	9,000	-
Fees & Costs	8,900	8,900	-
Site Improvements	41,213	41,213	-
Dwelling Equipment	44,476	44,476	-
Non-Dwelling Structures	7,365	7,365	-
Total	\$ 110,954	\$ 110,954	\$ -
Funds Advanced	\$ 110,954		
Funds Expended	110,954		
Excess of Funds Advanced	<u>\$ -</u>		

1. The distribution of cost by project and account classification accompanying the Actual Capital Fund Cost Certificates submitted to HUD for approval were in agreement with the Authority's records.
2. All Capital Fund cost have been paid and all related liabilities have been discharged through payment.
3. The Capital Fund Program 501-16 was completed on July 31, 2018
4. There were no budget overruns noted.

Hightstown Housing Authority (NJ045)

HIGHTSTOWN, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
111 Cash - Unrestricted	\$734,573	\$734,573	\$734,573
112 Cash - Restricted - Modernization and Development			
113 Cash - Other Restricted			
114 Cash - Tenant Security Deposits	\$43,311	\$43,311	\$43,311
115 Cash - Restricted for Payment of Current Liabilities			
100 Total Cash	\$777,884	\$777,884	\$777,884
121 Accounts Receivable - PHA Projects			
122 Accounts Receivable - HUD Other Projects			
124 Accounts Receivable - Other Government			
125 Accounts Receivable - Miscellaneous			
126 Accounts Receivable - Tenants	\$4,546	\$4,546	\$4,546
126.1 Allowance for Doubtful Accounts - Tenants	-\$1,526	-\$1,526	-\$1,526
126.2 Allowance for Doubtful Accounts - Other			
127 Notes, Loans, & Mortgages Receivable - Current			
128 Fraud Recovery			
128.1 Allowance for Doubtful Accounts - Fraud			
129 Accrued Interest Receivable			
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$3,020	\$3,020	\$3,020
131 Investments - Unrestricted			
132 Investments - Restricted			
135 Investments - Restricted for Payment of Current Liability			
142 Prepaid Expenses and Other Assets	\$20,517	\$20,517	\$20,517
143 Inventories			
143.1 Allowance for Obsolete Inventories			
144 Inter Program Due From			
145 Assets Held for Sale			
150 Total Current Assets	\$801,421	\$801,421	\$801,421
161 Land	\$336,630	\$336,630	\$336,630
162 Buildings	\$7,437,008	\$7,437,008	\$7,437,008
163 Furniture, Equipment & Machinery - Dwellings	\$118,008	\$118,008	\$118,008
164 Furniture, Equipment & Machinery - Administration	\$152,380	\$152,380	\$152,380
165 Leasehold Improvements			
166 Accumulated Depreciation	-\$6,575,120	-\$6,575,120	-\$6,575,120
167 Construction in Progress	\$396,698	\$396,698	\$396,698
168 Infrastructure			
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,865,604	\$1,865,604	\$1,865,604
171 Notes, Loans and Mortgages Receivable - Non-Current			
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due			
173 Grants Receivable - Non Current			

Entity Wide Balance Sheet Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
174 Other Assets			
176 Investments in Joint Ventures			
180 Total Non-Current Assets	\$1,865,604	\$1,865,604	\$1,865,604
200 Deferred Outflow of Resources	\$218,037	\$218,037	\$218,037
290 Total Assets and Deferred Outflow of Resources	\$2,885,062	\$2,885,062	\$2,885,062
311 Bank Overdraft			
312 Accounts Payable <= 90 Days	\$11,884	\$11,884	\$11,884
313 Accounts Payable >90 Days Past Due			
321 Accrued Wage/Payroll Taxes Payable	\$92	\$92	\$92
322 Accrued Compensated Absences - Current Portion	\$2,600	\$2,600	\$2,600
324 Accrued Contingency Liability			
325 Accrued Interest Payable			
331 Accounts Payable - HUD PHA Programs			
332 Account Payable - PHA Projects			
333 Accounts Payable - Other Government	\$39,796	\$39,796	\$39,796
341 Tenant Security Deposits	\$43,311	\$43,311	\$43,311
342 Unearned Revenue	\$3,095	\$3,095	\$3,095
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue			
344 Current Portion of Long-term Debt - Operating Borrowings			
345 Other Current Liabilities			
346 Accrued Liabilities - Other			
347 Inter Program - Due To			
348 Loan Liability - Current			
310 Total Current Liabilities	\$100,778	\$100,778	\$100,778
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue			
352 Long-term Debt, Net of Current - Operating Borrowings			
353 Non-current Liabilities - Other			
354 Accrued Compensated Absences - Non Current	\$23,401	\$23,401	\$23,401
355 Loan Liability - Non Current			
356 FASB 5 Liabilities			
357 Accrued Pension and OPEB Liabilities	\$1,150,485	\$1,150,485	\$1,150,485
350 Total Non-Current Liabilities	\$1,173,886	\$1,173,886	\$1,173,886
300 Total Liabilities	\$1,274,664	\$1,274,664	\$1,274,664
400 Deferred Inflow of Resources	\$240,919	\$240,919	\$240,919
508.4 Net Investment in Capital Assets	\$1,865,604	\$1,865,604	\$1,865,604

Hightstown Housing Authority (NJ045)

HIGHTSTOWN, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
511.4 Restricted Net Position	\$0	\$0	\$0
512.4 Unrestricted Net Position	-\$496,125	-\$496,125	-\$496,125
513 Total Equity - Net Assets / Position	\$1,369,479	\$1,369,479	\$1,369,479
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$2,885,062	\$2,885,062	\$2,885,062

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
70300 Net Tenant Rental Revenue	\$603,727	\$603,727	\$603,727
70400 Tenant Revenue - Other	\$11,825	\$11,825	\$11,825
70500 Total Tenant Revenue	\$615,552	\$615,552	\$615,552
70600 HUD PHA Operating Grants	\$306,603	\$306,603	\$306,603
70610 Capital Grants	\$231,225	\$231,225	\$231,225
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants			
71100 Investment Income - Unrestricted	\$5,700	\$5,700	\$5,700
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue	\$21,291	\$21,291	\$21,291
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$1,180,371	\$1,180,371	\$1,180,371
91100 Administrative Salaries	\$176,672	\$176,672	\$176,672
91200 Auditing Fees	\$7,860	\$7,860	\$7,860
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing			
91500 Employee Benefit contributions - Administrative	\$72,948	\$72,948	\$72,948
91600 Office Expenses	\$28,500	\$28,500	\$28,500
91700 Legal Expense	\$5,861	\$5,861	\$5,861
91800 Travel	\$7,760	\$7,760	\$7,760
91810 Allocated Overhead			
91900 Other	\$34,937	\$34,937	\$34,937
91000 Total Operating - Administrative	\$334,538	\$334,538	\$334,538
92000 Asset Management Fee			
92100 Tenant Services - Salaries			
92200 Relocation Costs			
92300 Employee Benefit Contributions - Tenant Services			
92400 Tenant Services - Other	\$2,479	\$2,479	\$2,479
92500 Total Tenant Services	\$2,479	\$2,479	\$2,479

Hightstown Housing Authority (NJ045)

HIGHTSTOWN, NJ

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
93100 Water	\$75,655	\$75,655	\$75,655
93200 Electricity	\$68,122	\$68,122	\$68,122
93300 Gas	\$53,676	\$53,676	\$53,676
93400 Fuel			
93500 Labor	\$14,573	\$14,573	\$14,573
93600 Sewer			
93700 Employee Benefit Contributions - Utilities	\$5,571	\$5,571	\$5,571
93800 Other Utilities Expense			
93000 Total Utilities	\$217,597	\$217,597	\$217,597
94100 Ordinary Maintenance and Operations - Labor	\$53,914	\$53,914	\$53,914
94200 Ordinary Maintenance and Operations - Materials and Other	\$41,821	\$41,821	\$41,821
94300 Ordinary Maintenance and Operations Contracts	\$66,016	\$66,016	\$66,016
94500 Employee Benefit Contributions - Ordinary Maintenance	\$21,356	\$21,356	\$21,356
94000 Total Maintenance	\$183,107	\$183,107	\$183,107
95100 Protective Services - Labor			
95200 Protective Services - Other Contract Costs			
95300 Protective Services - Other			
95500 Employee Benefit Contributions - Protective Services			
95000 Total Protective Services	\$0	\$0	\$0
96110 Property Insurance	\$26,146	\$26,146	\$26,146
96120 Liability Insurance	\$8,388	\$8,388	\$8,388
96130 Workmen's Compensation	\$10,920	\$10,920	\$10,920
96140 All Other Insurance	\$2,388	\$2,388	\$2,388
96100 Total insurance Premiums	\$47,842	\$47,842	\$47,842
96200 Other General Expenses	\$39,221	\$39,221	\$39,221
96210 Compensated Absences	\$1,474	\$1,474	\$1,474
96300 Payments in Lieu of Taxes	\$39,796	\$39,796	\$39,796
96400 Bad debt - Tenant Rents	\$610	\$610	\$610
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$81,101	\$81,101	\$81,101
96710 Interest of Mortgage (or Bonds) Payable			
96720 Interest on Notes Payable (Short and Long Term)			
96730 Amortization of Bond Issue Costs			
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$866,664	\$866,664	\$866,664

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
97000 Excess of Operating Revenue over Operating Expenses	\$313,707	\$313,707	\$313,707
97100 Extraordinary Maintenance	\$1,894	\$1,894	\$1,894
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$112,887	\$112,887	\$112,887
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$981,445	\$981,445	\$981,445
10010 Operating Transfer In			
10020 Operating transfer Out			
10030 Operating Transfers from/to Primary Government			
10040 Operating Transfers from/to Component Unit			
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss			
10080 Special Items (Net Gain/Loss)			
10091 Inter Project Excess Cash Transfer In			
10092 Inter Project Excess Cash Transfer Out			
10093 Transfers between Program and Project - In			
10094 Transfers between Project and Program - Out			
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$198,926	\$198,926	\$198,926
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,513,476	\$1,513,476	\$1,513,476
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	-\$342,923	-\$342,923	-\$342,923
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Non Single Audit

Fiscal Year End: 12/31/2018

	Project Total	Subtotal	Total
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1200	1200	1200
11210 Number of Unit Months Leased	1192	1192	1192
11270 Excess Cash	\$609,931	\$609,931	\$609,931
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$390,178	\$390,178	\$390,178
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$11,429	\$11,429	\$11,429
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0



Hymanson, Parnes & Giampaolo

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**INDEPENDENT AUDITOR'S REPORT
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS**

Board of Commissioners
Housing Authority of the Borough of Hightstown
131 Rogers Avenue
Hightstown, New Jersey 08520

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Housing Authority of the Borough of Hightstown as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise Housing Authority of the Borough of Hightstown's basic financial statements, and have issued our report thereon dated May 20, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Housing Authority of the Borough of Hightstown's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of the Borough of Hightstown's internal control. Accordingly, we do not express an opinion on the effectiveness of Housing Authority of the Borough of Hightstown's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Housing Authority of the Borough of Hightstown's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hymanson, Parnes & Giampaolo

Lincroft, New Jersey

Date: May 20, 2019

HOUSING AUTHORITY OF THE BOROUGH OF HIGHTSTOWN

Schedule of Findings and Questioned Cost

Year Ended December 31, 2018

Prior Audit Findings

None reported

Summary of Auditor's Results

1. The auditor's report expresses an unmodified opinion on the financial statement of the Housing Authority of the Borough of Hightstown.
2. No significant deficiencies relating to the audit of the financial statements are reported in the INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*.
3. No instances of noncompliance material to the financial statements of the Housing Authority of the Borough of Hightstown were disclosed during the audit.
4. The threshold used for distinguishing between Type A and B programs was \$750,000.
5. Housing Authority of the Borough of Hightstown qualified as a low risk Auditee.

FINDINGS – FINANCIAL STATEMENT AUDIT

None reported



Hymanson, Parnes & Giampaolo

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners
Housing Authority of the Borough of Hightstown
131 Rogers Avenue
Hightstown, New Jersey 08520

We have performed the procedure described in the second paragraph of this report, which was agreed to by Housing Authority of the Borough of Hightstown and the U.S. Department of Housing and Urban Development, Public Indian Housing-Real Estate Assessment Center (PIH-REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents. Housing Authority of the Borough of Hightstown is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the attached chart.

We were engaged to perform an audit on the financial statements of the Housing Authority of the Borough of Hightstown as of and for the year ended December 31, 2018, and have issued our reports thereon dated May 20, 2019. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product of that audit. Further, our opinion on the fair presentation of the supplementary information dated December 31, 2018, was expressed in relation to the basic financial statements of Housing Authority of the Borough of Hightstown taken as a whole.

A copy of the financial statement package and the FDS, which includes the auditor's report, is available in its entirety from the Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit report. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of Housing Authority of the Borough of Hightstown and the U.S. Department of Housing and Urban Development, PIH-REAC, and is not intended to be and should not be used by anyone other than these specified parties.

Hymanson, Parnes & Giampaolo

Lincroft, New Jersey
May 20, 2019

ATTACHMENT TO INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON
PROCEDURE

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 13901)	Financial Data Schedule,all CFDAs	<input checked="" type="radio"/>	<input type="radio"/>
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	<input checked="" type="radio"/>	<input type="radio"/>
3	Type of opinion on FDS (data element G3100-040)	Auditor's supplemental report on FDS	<input checked="" type="radio"/>	<input type="radio"/>
4	Basic financial statements and auditor's reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	<input checked="" type="radio"/>	<input type="radio"/>