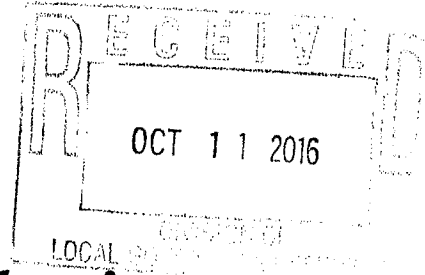


State Filing Year **2017**

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

	<u>Start Year</u>	-	<u>End Year</u>
Fiscal Year	2017		2017



Authority Budget of:

Hightstown Housing Authority

For the Period:

January 1, 2017 to December 31, 2017

ADOPTED COPY

Hightstownhousing.org

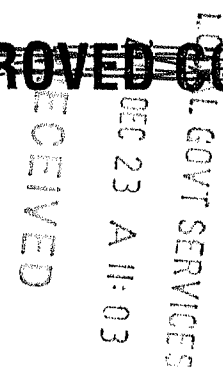
Authority Web Address

Department Of



Community Affairs

APPROVED COPY



Division of Local Government Services

2017 HOUSING AUTHORITY BUDGET

Certification Section

2017

HIGHTSTOWN
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2017 TO December 31, 2017

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 12/8/2016

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 12/23/2016

2017 PREPARER'S CERTIFICATION


HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2017 TO: December 31, 2017

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Peter J. Polcari, CPA		
Title:	Fee Accountant		
Address:	216 Sollas Court, Ridgewood, NJ 07450		
Phone Number:	201-650-0618	Fax Number:	973-831-6972
E-mail address	Polcarifamily@aol.com		

2017 APPROVAL CERTIFICATION

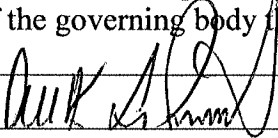
HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2017 TO: December 31, 2017

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Hightstown Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 21st day of September, 2016.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Allen K. Le Prevost		
Title:	Executive Director		
Address:	131 Rogers Avenue. Hightstown, NJ 08520		
Phone Number:	609-448-2268	Fax Number:	609-426-9440
E-mail address	Kleprevost@hightstownhousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

Hightstownhousing.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

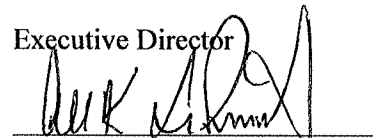
Name of Officer Certifying compliance

Allen K. LePrevost

Title of Officer Certifying compliance

Executive Director

Signature



2017 HOUSING AUTHORITY BUDGET RESOLUTION HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2017 TO: December 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the Hightstown Housing Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of September 21, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 851,145, Total Appropriations, including any Accumulated Deficit if any, of \$ 833,050 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$132,450 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

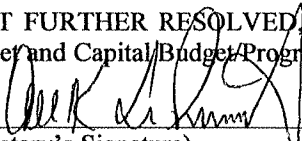
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hightstown Housing Authority, at an open public meeting held on September 21, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Hightstown Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 21, 2016.



(Secretary's Signature)

September 21, 2016
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
James M Eufemia	✓			✓
Carole E. Nelson				
Christopher Moraitis	✓			
Pascale Duvert-Emmanuel	✓			
Brent Rivenburgh	✓			
Yolanda Swiney	✓			
Esther Velazquez	✓			

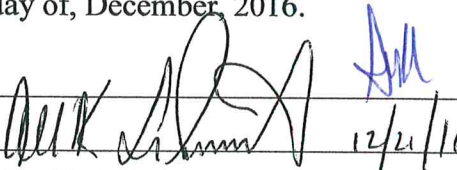
2017 ADOPTION CERTIFICATION

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2017 TO: December 31, 2017

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Hightstown Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 21st day of, December, 2016.

Officer's Signature:			
Name:	Allen K. LePrevost		
Title:	Executive Director		
Address:	131 Rogers Avenue, Hightstown, NJ 08520		
Phone Number:	609-448-2268	Fax Number:	609-426-9440
E-mail address	Kleprevost@hightstownhousing.org		

2017 ADOPTED BUDGET RESOLUTION

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2016 **TO:** December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of December 21, 2016; and

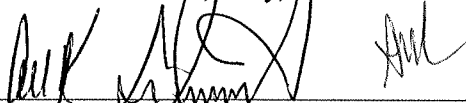
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 851,145, Total Appropriations, including any Accumulated Deficit, if any, of \$833,050 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$132,450 and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Hightstown Housing Authority, at an open public meeting held on December 21, 2016 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning, January 1, 2017 and, ending, December 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.



(Secretary's Signature)

December 21, 2016
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
James M. Eufemia				A
Carole E. Nelson				A
Christopher Moraitis	✓			
Pascale Duvert-Emmanuel	✓			
Brent Rivenburgh	✓			
Yolanda Swiney	✓			
Esther Velazquez	✓			

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

ANALYSIS HIGHTSTOWN HOUSING

AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2017 TO: December 31,
2017

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

The proposed 2017 Budget is consistent with the 2016 Adopted Budget for the most part. With regard to expenses, the largest changes are due to the fact that the Authority is budgeting to make a part time position a full time position in 2017. Salaries and benefits for maintenance and utility categories are increasing as the Authority is budgeting for a full time maintenance worker who has been budgeted for as a part time employee in the past. The salary will be allocated between maintenance labor and utility labor so both of those line items will be rising. With the position being converted to a full time position, fringe benefits will be offered to the employee and are expected to be significant. The change will mean that two employees will have single health coverage in 2017 while there was only one employee with single coverage in the past. Fringe benefits are also expected to rise for the administrative staff as the health care and pension costs offered through NJ PERS continue to increase. Finally the HA is not budgeting for extraordinary maintenance in 2017 as it is expecting to do renovations through its capital fund program.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

The proposed 2017 Budget is consistent with the 2016 Adopted Budget for the most part. Certain line items have variances as follows. On the revenue side, rental income has increased as the tenant population has slightly higher incomes. The PHA charges rent based on 30% of the tenant's income. In addition, tenants will be paying for extra air conditioners, etc. in their apartments for the entire time they are operational. Late charges and maintenance charges have remained low due to stricter collection enforcement by the HA staff.

ANALYSIS HIGHTSTOWN HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2017 TO: December 31,
2017

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The local and regional economy is stable. The economy does not have a significant impact on the proposed annual budget because government subsidies would offset any potential decrease in rent.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A - Fund balances will increase as a result of the 2017 proposed budget.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A - No sources of funds will be transferred.

6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

The December 31, 2015 audit report reflects a deficit of \$44,652 in Unrestricted Net Assets. This deficit is strictly the result of the Housing Authority implementing GASB 68 for Unfunded Pension Liabilities. These liabilities will be paid out over a long period of time and will require additional funding from HUD or some other source in order to make the payments.

HOUSING AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Hightstown Housing Authority		
Federal ID Number:	22-6007435		
Address:	131 Rogers Avenue		
City, State, Zip:	Hightstown	NJ	08520
Phone: (ext.)	609-448-2268	Fax:	609-426-9440

Preparer's Name:	Peter J. Polcari, CPA		
Preparer's Address:	216 Sollas Court		
City, State, Zip:	Ridgewood	NJ	07450
Phone: (ext.)	201-650-0618	Fax:	973-831-6972
E-mail:	Polcarifamily@aol.com		

Chief Executive Officer:	Allen K. LePrevost		
Phone: (ext.)	609-448-2268	Fax:	609-426-9440
E-mail:	Kleprevost@hightstownhousing.org		

Chief Financial Officer:	Allen K. LePrevost		
Phone: (ext.)	609-448-2268	Fax:	609-426-9440
E-mail:	Kleprevost@hightstownhousing.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes, & Giampaolo		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2017 TO: December 31,
2017

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 6
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$225,248
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: -0-
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at http://fds.state.nj.us/njdca_prod/fdssearch.aspx before answering)** YES *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? NO
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NO

If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authorities procedures for all employees.***

Salaries are arrived at based on a salary study and annual reviews done by commissioners or executive director. In the case of the Executive Director, a salary contract is then entered into.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2017 TO: December 31, 2017

- 11) Did the Authority pay for meals or catering during the current fiscal year? YES. Annual reorganization board meeting meals were \$605. For reimbursement of meals while traveling, policy indicates a reimbursement of up to \$75/day for receipts presented. Last year \$501 was paid for meals away from home while attending PHADA and IREM conferences. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? YES. The HA only paid for travel related to the Executive Director attending national housing conferences and seminars. Ground transportation, mileage, and hotels amounted to \$1,681 while air travel was \$381. *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel NO
 - b. Travel for companions NO
 - c. Tax indemnification and gross-up payments NO
 - d. Discretionary spending account NO
 - e. Housing allowance or residence for personal use NO
 - f. Payments for business use of personal residence NO
 - g. Vehicle/auto allowance or vehicle for personal use NO
 - h. Health or social club dues or initiation fees NO
 - i. Personal services (i.e.: maid, chauffeur, chef) NO
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? YES *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? NO *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A - No Debt *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2017 TO: December 31,
2017

- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?
NO If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? NO If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?
NO If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

**FISCAL YEAR: FROM: January 1, 2017 TO: December 31,
2017**

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period January 1, 2017 to December 31, 2017

Hightstown Housing Authority
to December 31, 2017

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Repayable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus									Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1 James Eufemia	Chairperson	2 X										None	N/A	N/A				0
2 Carole E. Nelson	Vice-Chairperson	2 X										None	N/A	N/A				0
3 Christopher Moraitis		2 X										None	N/A	N/A				0
4 P. Duvert-Emmanuel		2 X										None	N/A	N/A				0
5 Brent Rivenburgh		2 X										None	N/A	N/A				0
6 Yolanda Swiney		2 X										None	N/A	N/A				0
7 Esther Velazquez		2 X										None	N/A	N/A				0
8 Allen K. Leprevost	Executive Director	40		X					96,472	0	0	44,118	140,590	N/A	N/A	0	0	140,590
9												0	0	N/A	N/A			0
10												0	0	N/A	N/A			0
11												0	0	N/A	N/A			0
12												0	0	N/A	N/A			0
13												0	0	N/A	N/A			0
14												0	0	N/A	N/A			0
15												0	0	N/A	N/A			0
Total:									\$ 96,472	\$ -	\$ -	\$ 44,118	\$ 140,590		\$ -	\$ -	\$ -	\$ 140,590

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)		Annual Cost per Employee Current Year		Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget		Current Year	Current Year	Cost	(Decrease)			
Active Employees - Health Benefits - Annual Cost												
Single Coverage	2	\$ 12,291	\$ 24,582	1	\$ 11,869	\$ 12,713	11,869	\$ 12,713	107.1%			
Parent & Child	0	-	-	0	-	-	-	-	#DIV/0!			
Employee & Spouse (or Partner)	1	24,583	24,583	1	23,739	844	23,739	844	3.6%			
Family	0	-	-	0	-	-	-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)			(2,458)			(633)		(1,825)	288.3%			
Subtotal	3		46,707	2		11,732	34,975	11,732	33.5%			
Commissioners - Health Benefits - Annual Cost												
Single Coverage	0	-	-	0	-	-	-	-	#DIV/0!			
Parent & Child	0	-	-	0	-	-	-	-	#DIV/0!			
Employee & Spouse (or Partner)	0	-	-	0	-	-	-	-	#DIV/0!			
Family	0	-	-	0	-	-	-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)			-			-		-	#DIV/0!			
Subtotal	0			0					#DIV/0!			
Retirees - Health Benefits - Annual Cost												
Single Coverage	0	-	-	0	-	-	-	-	#DIV/0!			
Parent & Child	0	-	-	0	-	-	-	-	#DIV/0!			
Employee & Spouse (or Partner)	0	-	-	0	-	-	-	-	#DIV/0!			
Family	0	-	-	0	-	-	-	-	#DIV/0!			
Employee Cost Sharing Contribution (enter as negative -)			-			-		-	#DIV/0!			
Subtotal	0			0					#DIV/0!			
GRAND TOTAL	3		\$ 46,707	2		\$ 11,732	\$ 34,975	\$ 11,732	33.5%			

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

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

Schedule of Accumulated Liability for Compensated Absences

Hightstown Housing Authority
For the Period January 1, 2017 to December 31, 2017

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Allen K. LePrevost	30	\$ 11,348	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sherry Cavanaugh	30	5,752		<input checked="" type="checkbox"/>	
Charlie Schilling	30	3,569		<input checked="" type="checkbox"/>	
FICA Expense for Above		1,581		<input checked="" type="checkbox"/>	
Total liability for accumulated compensated absences at beginning of current year		\$ 22,250			

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

Schedule of Shared Service Agreements

For the Period January 1, 2017 to December 31, 2017
 Hightstown Housing Authority

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

If No Shared Services X this Box X

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Hightstown Housing Authority** to **December 31, 2017**
January 1, 2017

	FY 2017 Proposed Budget				FY 2016 Adopted Budget	Total All Operations	Total All Operations	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs						
REVENUES										
Total Operating Revenues	\$ 844,425	\$ -	\$ -	\$ -	\$ 844,425	\$ -	\$ 844,425	\$ 827,601	\$ 16,824	2.0%
Total Non-Operating Revenues	6,720	-	-	-	6,720	-	6,720	6,540	180	2.8%
Total Anticipated Revenues	851,145	-	-	-	851,145	-	851,145	834,141	17,004	2.0%
APPROPRIATIONS										
Total Administration	325,607	-	-	-	325,607	-	325,607	309,687	15,920	5.1%
Total Cost of Providing Services	507,443	-	-	-	507,443	-	507,443	519,885	(12,442)	-2.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	833,050	-	-	-	833,050	-	833,050	829,572	3,478	0.4%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	833,050	-	-	-	833,050	-	833,050	829,572	3,478	0.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	833,050	-	-	-	833,050	-	833,050	829,572	3,478	0.4%
ANTICIPATED SURPLUS (DEFICIT)	\$ 18,095	\$ -	\$ -	\$ -	\$ 18,095	\$ -	\$ 18,095	\$ 4,569	\$ 13,526	296.0%

Revenue Schedule

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget

	FY 2017 Proposed Budget				FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments	0				\$ -	\$ -	#DIV/0!
Dwelling Rental	546000				546,000	529,500	16,500 3.1%
Excess Utilities	9210				9,210	9,210	0.0%
Non-Dwelling Rental	0				-	-	#DIV/0!
HUD Operating Subsidy	280000				280,000	279,876	124 0.0%
New Construction - Acc Section 8	0				-	-	#DIV/0!
Voucher - Acc Housing Voucher	0				-	-	#DIV/0!
Total Rental Fees	835,210	-	-	-	835,210	818,586	16,624 2.0%
<i>Other Operating Revenues (List)</i>							
Laundry Income	7200				7,200	7,000	200 2.9%
Late Fees & Maintenance Fees	2015				2,015	2,015	0.0%
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Type in (Grant, Other Rev)	0				-	-	#DIV/0!
Total Other Revenue	9,215	-	-	-	9,215	9,015	200 2.2%
Total Operating Revenues	844,425	-	-	-	844,425	827,601	16,824 2.0%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in	-				-	-	#DIV/0!
Type in	-				-	-	#DIV/0!
Type in	-				-	-	#DIV/0!
Type in	-				-	-	#DIV/0!
Type in	-				-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	6,720				6,720	6,540	180 2.8%
Penalties	-				-	-	#DIV/0!
Other	-				-	-	#DIV/0!
Total Interest	6,720	-	-	-	6,720	6,540	180 2.8%
Total Non-Operating Revenues	6,720	-	-	-	6,720	6,540	180 2.8%
TOTAL ANTICIPATED REVENUES	\$ 851,145	\$ -	\$ -	\$ -	\$ 851,145	\$ 834,141	\$ 17,004 2.0%

Prior Year Adopted Revenue Schedule

Hightstown Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments	\$ -				\$ -
Dwelling Rental	529,500				529,500
Excess Utilities	9,210				9,210
Non-Dwelling Rental	-				-
HUD Operating Subsidy	279,876				279,876
New Construction - Acc Section 8	-				-
Voucher - Acc Housing Voucher	-				-
Total Rental Fees	818,586	-	-	-	818,586
<i>Other Revenue (List)</i>					
Laundry Income	7000				7,000
Late Fees & Maintenance Fees	2015				2,015
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Type in (Grant, Other Rev)	0				-
Total Other Revenue	9,015	-	-	-	9,015
Total Operating Revenues	827,601	-	-	-	827,601
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in	-				-
Type in	-				-
Type in	-				-
Type in	-				-
Type in	-				-
Type in	-				-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned	6,540				6,540
Penalties	-				-
Other	-				-
Total Interest	6,540	-	-	-	6,540
Total Non-Operating Revenues	6,540	-	-	-	6,540
TOTAL ANTICIPATED REVENUES	\$ 834,141	\$ -	\$ -	\$ -	\$ 834,141

Appropriations Schedule

Hightstown Housing Authority
For the Period January 1, 2017 to December 31, 2017

	FY 2017 Proposed Budget				FY 2016 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	165,450				\$ 165,450	\$ 160,629	\$ 4,821	3.0%
Fringe Benefits	71,572				71,572	60,473	11,099	18.4%
Legal	7,000				7,000	7,000	-	0.0%
Staff Training	4,800				4,800	4,800	-	0.0%
Travel	7,200				7,200	7,200	-	0.0%
Accounting Fees	28,560				28,560	28,560	-	0.0%
Auditing Fees	7,500				7,500	7,500	-	0.0%
Miscellaneous Administration*	33,525				33,525	33,525	-	0.0%
Total Administration	325,607	-	-	-	325,607	309,687	15,920	5.1%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	58,292				58,292	46,807	11,485	24.5%
Salary & Wages - Protective Services	-				-	-	-	#DIV/0!
Salary & Wages - Utility Labor	19,431				19,431	15,602	3,829	24.5%
Fringe Benefits	33,682				33,682	23,517	10,165	43.2%
Tenant Services	7,500				7,500	7,500	-	0.0%
Utilities	211,700				211,700	215,086	(3,386)	-1.6%
Maintenance & Operation	98,930				98,930	97,071	1,859	1.9%
Protective Services	-				-	-	-	#DIV/0!
Insurance	44,000				44,000	42,000	2,000	4.8%
Payment in Lieu of Taxes (PILOT)	32,408				32,408	30,802	1,606	5.2%
Terminal Leave Payments	-				-	-	-	#DIV/0!
Collection Losses	1,500				1,500	1,500	-	0.0%
Other General Expense	-				-	-	-	#DIV/0!
Rents	-				-	-	-	#DIV/0!
Extraordinary Maintenance	-				-	40,000	(40,000)	-100.0%
Replacement of Non-Expendible Equipment	-				-	-	-	#DIV/0!
Property Betterment/Additions	-				-	-	-	#DIV/0!
Miscellaneous COPS*	-				-	-	-	#DIV/0!
Total Cost of Providing Services	507,443	-	-	-	507,443	519,885	(12,442)	-2.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	833,050	-	-	-	833,050	829,572	3,478	0.4%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve	-				-	-	-	#DIV/0!
Renewal & Replacement Reserve	-				-	-	-	#DIV/0!
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other Reserves	-				-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	833,050	-	-	-	833,050	829,572	3,478	0.4%
ACCUMULATED DEFICIT	-				-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	833,050	-	-	-	833,050	829,572	3,478	0.4%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other	-				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 833,050	\$ -	\$ -	\$ -	\$ 833,050	\$ 829,572	\$ 3,478	0.4%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 41,652.50 \$ - \$ - \$ - \$ 41,652.50

Prior Year Adopted Appropriations Schedule

Hightstown Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 160,629				\$ 160,629
Fringe Benefits	60,473				60,473
Legal	7,000				7,000
Staff Training	4,800				4,800
Travel	7,200				7,200
Accounting Fees	28,560				28,560
Auditing Fees	7,500				7,500
Miscellaneous Administration*	33,525				33,525
Total Administration	309,687	-	-	-	309,687
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-				-
Salary & Wages - Maintenance & Operation	46,807				46,807
Salary & Wages - Protective Services	-				-
Salary & Wages - Utility Labor	15,602				15,602
Fringe Benefits	23,517				23,517
Tenant Services	7,500				7,500
Utilities	215,086				215,086
Maintenance & Operation	97,071				97,071
Protective Services	-				-
Insurance	42,000				42,000
Payment in Lieu of Taxes (PILOT)	30,802				30,802
Terminal Leave Payments	-				-
Collection Losses	1,500				1,500
Other General Expense	-				-
Rents	-				-
Extraordinary Maintenance	40,000				40,000
Replacement of Non-Expendible Equipment	-				-
Property Betterment/Additions	-				-
Miscellaneous COPS*	-				-
Total Cost of Providing Services	519,885	-	-	-	519,885
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	829,572	-	-	-	829,572
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve	-				-
Renewal & Replacement Reserve	-				-
Municipality/County Appropriation	-				-
Other Reserves	-				-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	829,572	-	-	-	829,572
ACCUMULATED DEFICIT	-				-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	829,572	-	-	-	829,572
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	-				-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 829,572	\$ -	\$ -	\$ -	\$ 829,572

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations	\$ 41,478.60	\$ -	\$ -	\$ -	\$ 41,478.60
--------------------------------------	--------------	------	------	------	--------------

Debt Service Schedule - Principal

Hightstown Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Total Principal Outstanding		
	Adopted Budget Year 2016	Proposed Budget Year 2017	2018	2019	2020	2021		2022	Thereafter
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET PRINCIPAL	-	-	-	-	-	-	-	-	-
	\$	\$	\$	\$	\$	\$	\$	\$	\$

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

Moody's	Standard & Poors	
Fitch		
Bond Rating		
Year of Last Rating		

Debt Service Schedule - Interest

Hightstown Housing Authority

If Authority has no debt, X this box

X

	<i>Fiscal Year Ending in</i>					Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2017	2018	2019	2020	2021		
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY	-	-	-	-	-	-	-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 1,764,905	\$ -	\$ -	\$ -	\$ 1,764,905
Less: Restricted for Debt Service Reserve (1)	1,809,557				1,809,557
Less: Other Restricted Net Position (1)	-				-
Total Unrestricted Net Position (1)	(44,652)	-	-	-	(44,652)
Less: Designated for Non-Operating Improvements & Repairs	-				-
Less: Designated for Rate Stabilization	-				-
Less: Other Designated by Resolution	-				-
Plus: Accrued Unfunded Pension Liability (1)	556,806				556,806
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	82,316				82,316
Plus: Estimated Income (Loss) on Current Year Operations (2)	4,569				4,569
Plus: Other Adjustments (attach schedule)	-				-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	599,039	-	-	-	599,039
Unrestricted Net Position Utilized to Balance Proposed Budget	-				-
Unrestricted Net Position Utilized in Proposed Capital Budget	-				-
Appropriation to Municipality/County (3)	-				-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR					
(4)	\$ 599,039	\$ -	\$ -	\$ -	\$ 599,039

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 41,653 \$ - \$ - \$ 41,653

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2017

HIGHTSTOWN
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

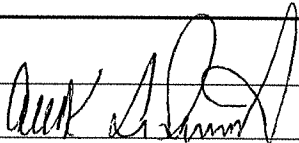
HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2017 **TO:** December 31, 2017

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Hightstown Housing Authority, on the 21st day of September, 2016.

OR

It is hereby certified that the governing body of the _____ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Allen K. Le Prevost		
Title:	Executive Director		
Address:	131 Rogers Avenue, Hightstown, NJ 08520		
Phone Number:	609-448-2268	Fax Number:	609-426-9440
E-mail address	Kleprevost@hightstownhousing.org		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Hightstown Housing Authority

FISCAL YEAR: FROM: January 1, 2017 TO: December 31,
2017

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

Yes, the Capital Budget is approved by the residents of the developments affected. It is also approved by HUD as Capital Fund Subsidies are provided to pay for such costs. The Borough has access to the documents upon request, is made aware of the meetings held, and advertises those meetings on its web site.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes. Done in conjunction with HUD engineers and officials.

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

Yes, although HUD does not require a 10-20 year plan. The Executive Director does put together a long term plan for internal purposes.

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

No – N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

The proposed capital projects will have no effect on rental income as all funding comes from the HUD Capital Fund Program. The Authority will not be using rental income to pay for the anticipated projects. The projects are, however, needed in order to continue to provide decent, safe, and affordable housing to the population it serves.

6. Have the projects been reviewed and approved by HUD?

YES

Add additional sheets if necessary.

Proposed Capital Budget

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Boiler Plant (CFP 2015 & 2016)	\$ 68,800				\$ 68,800	
Community Room (CFP 2015)	8,000				8,000	
Site Improvements (CFP 2016)	37,500				37,500	
New Roof, Façade Paint (CFP 2016)	18,150				18,150	
Total	132,450	-	-	-	132,450	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 132,450	\$ -	\$ -	\$ -	\$ 132,450	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2017	2018	2019	2020	2021	2022
<i>Public Housing Management</i>							
Boiler Plant (CFP 2015 & 2016)	\$ 86,400	\$ 68,800	\$ 17,600				
Community Room (CFP 2015)	16,000	8,000		8,000			
Site Improvements (CFP 2016)	70,000	37,500	32,500				
New Roof, Façade Paint (CFP 2016)	118,150	18,150	20,000	20,000	20,000	20,000	20,000
Total	290,550	132,450	70,100	28,000	20,000	20,000	20,000
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 290,550	\$ 132,450	\$ 70,100	\$ 28,000	\$ 20,000	\$ 20,000	\$ 20,000

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

5 Year Capital Improvement Plan Funding Sources

Hightstown Housing Authority

For the Period January 1, 2017 to December 31, 2017

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Source
<i>Public Housing Management</i>					
Boiler Plant (CFP 2015 & 2016)	\$ 86,400				\$ 86,400
Community Room (CFP 2015)	16,000				16,000
Site Improvements (CFP 2016)	70,000				70,000
New Roof, Façade Paint (CFP 2016)	118,150				118,150
Total	290,550	-	-	-	290,550
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL	\$ 290,550	\$ -	\$ -	\$ -	\$ 290,550
Total 5 Year Plan per CB-4	\$ 290,550				
Balance check					

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

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