

Authority Budget of:

ADOPTED COPY

Hightstown Housing Authority

State Filing Year

2020

For the Period:

January 1, 2020

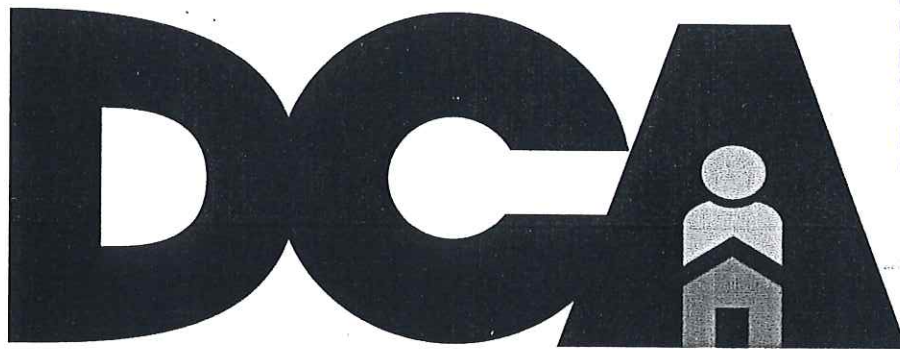
to

December 31, 2020

WWW.hightstownhousing.org

Authority Web Address

APPROVED COPY



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services

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2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2020 TO December 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 11/18/2019

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 11/10/2019


2020 (2020-2021) PREPARER'S CERTIFICATION

HIGHTSTOWN HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1,2020 TO: December31,2020

It is hereby certified that the Hightstown 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 Polcari, CPA		
Title:	Fee Accountant		
Address:	216 Sollas Court, Ridgewood, NJ 07450		
Phone Number:	201-650-0618	Fax Number:	973-831-6969
E-mail address	Polcarifamily@yahoo.com		

2020 (2020-2021) APPROVAL CERTIFICATION

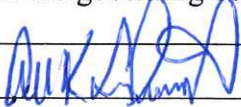
HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2020 TO: December 31, 2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Hightstown Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 16th day of October, 2019.

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

Officer's Signature:			
Name:	Allen Keith 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		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.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
- The budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

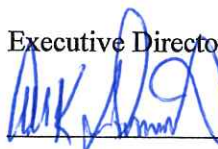
Name of Officer Certifying compliance

Allen Keith LePrevost

Title of Officer Certifying compliance

Executive Director

Signature



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION

Hightstown Housing Authority

FISCAL YEAR: FROM: January 1, 2020 **TO:** December 31, 2020

WHEREAS, the Annual Budget and Capital Budget for the Hightstown Housing Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of October 16th, 2019 and;

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 944,060, Total Appropriations, including any Accumulated Deficit if any, of \$ 860,933 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$107,957 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 October 16th 2019, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning, January 1,2020 and ending, December 31, 2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Hightstown Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 18th, 2019.

(Secretary's Signature)

10/16/19

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
James Eufemia	✓			
Brent Rivenburgh	✓			
Yolanda Swiney	✓			
Pascale Duvert-Emmanuel	✓			
Carole E. Nelson	✓			
Monique Wilson	✓			
Eva Teller	✓			✓

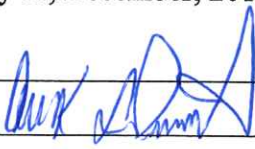
2020 (2020-2021) ADOPTION CERTIFICATION

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2020 TO: Dec. 31, 2020

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Hightstown Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 18th day of, December, 2019.

Officer's Signature:			
Name:	Allen Keith 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		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION

HIGHTSTOWN

HOUSING AUTHORITY

FISCAL YEAR: FROM: January 1, 2020 TO: Dec. 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 1, 2020 and ending, December 31, 2020 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of December 18, 2019; and


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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 944,060, Total Appropriations, including any Accumulated Deficit, if any, of \$860,933 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$107,957 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 18th, 2019 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning, January 1, 2020 and, ending, December 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

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



(Secretary's Signature)

12/20/19

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
James Eufemia	✓			
Brent Rivenburgh	✓			
Yolanda Swiney	✓			
Pascale Duvert-Emmanuel	✓			
Carole E. Nelson				✓
Monique Wilson	✓			
Eva Teller	✓			

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS HIGHTSTOWN AUTHORITY BUDGET

FISCAL YEAR: FROM: January 1, 2020 TO: December 31, 2020

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each **Revenues and Appropriations**. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each **revenue and appropriation changing more than 10%**) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

The Proposed 2020 Budget is consistent with the 2019 Adopted Budget for the most part. The Hightstown Housing Authority has made a strong effort to control expenses while continuing to serve the residents of our community. Unrestricted Net Assets are expected to increase by \$83,127 for 2020. On the revenue side the HA expects increased interest income as it has negotiated better interest rates on its reserves, which continue to increase. The HA will be using slightly less of its capital funds for operations as the funds are available from the operating income stream instead. As mentioned, all of the expense line items are relatively constant with slight increase for normal escalating prices. None of the expense lines have increased by more than 9%. Fringe Benefits have increased by 9% due to rising health care and pension costs.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority**

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

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

N/A - As mentioned above, Unrestricted Net Position will increase as a result of the 2020 proposed budget.

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

No funds were transferred to the County or Municipality except for the normal operating PILOT payment funded by HUD. The PILOT payment for 2019 was \$39,796.

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

The audit report for the year ended December 31, 2018 reflects a deficit of \$496,125 in Unrestricted Net Assets. This is strictly the result of the Housing Authority implementing GASB 68 and GASB 75 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. In addition, the HA has had a steady stream of years where it has been able to put money into reserves at year end. Since this trend is expected to continue due to vigilant management, the HA should be able to reduce the deficit over time.

HIGHTSTOWN HOUSING AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

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

Name of Authority:	Hightstown Housing Authority		
Federal ID Number:	21-6007435		
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:(1)	Allen Keith LePrevost		
Phone: (ext.)	609-448-2268	Fax:	609-426-9440
E-mail:	kleprevost@hightstownhousing.org		

Chief Financial Officer(1)	Allen Keith 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 and Giampaolo		
Address:	467 Middleton-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, 2020 TO: December 31,
2020

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

- 1) Provide the number of individuals employed in (**Use Most Recent W-3 Available 2018 or 2019**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **5**
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (**Use Most Recent W-3 Available 2018 or 2019**) Transmittal of Wage and Tax Statements: **\$247,908**
- 3) Provide the number of regular voting members of the governing body: **7** (**Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)**)
- 4) Provide the number of alternate voting members of the governing body: **-0-** (**Maximum is 2**)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **NO** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)
YES **If "no,"** provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **NO** *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **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.*

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Hightstown Housing Authority

FISCAL YEAR: FROM: January 1, 2020 TO: December 31,
2020

10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).***

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

11) Did the Authority pay for meals or catering during the current fiscal year? **YES. Annual reorganization board meeting meals were \$388. For reimbursement of meals while traveling, policy indicates reimbursements of up to \$75/day for receipts presented. This year \$450 was paid for meals while attending 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 expenses related to the Executive Director attending national housing conferences and seminars. Ground transportation, mileage, and hotels amounted to \$1,705 while air travel was \$681. 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)***

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Hightstown Housing Authority

FISCAL YEAR: FROM: January 1, 2020 TO: December 31,
2020

- 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. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO** *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? **NO** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? **NO** *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
Hightstown Housing Authority**

**FISCAL YEAR: FROM: January 1, 2020 TO: December 31,
2020**

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

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

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

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

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

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

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

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

Reportable compensation: (Use the Most Recent W-2 available 2018 or 2019. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 being the most recent calendar year ended).

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

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

Hightstown Housing Authority
 to December 31, 2020

For the Period January 1, 2020

Reportable Compensation from
 Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Position	Highest Compensated Employee			Reportable Compensation from Authority (W-2/1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
				Commissioner	Officer	Key Employee	Former Highest Compensated Employee	Base Salary/Stipend	Bonus						
1 James Eufemia	Chairperson	2 X													0
2 Brent Rivenburgh	Vice Chairperson	2 X													0
3 Yolanda Swiney		2 X													0
4 P. Duvert-Emmanuel		2 X													0
5 Carole E. Nelson		2 X													0
6 Monique Wilson		2 X													0
7 Eva Teller		2 X													0
8 Allen K. LePrevost	Executive Director	40	X					102,000							152,744
9									50,744						0
10															0
11															0
12															0
13															0
14															0
15															0
Total:									152,744						152,744

(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, 2020 to December 31, 2020

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

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget		# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		Total Prior Year Cost		% Increase (Decrease)	
	Proposed Budget	Estimate per Employee Proposed Budget	Proposed Budget	Estimate per Employee Proposed Budget	Proposed Budget	Estimate Proposed Budget	Current Year	Current Year	per Employee Current Year	Current Year	Cost	Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost														
Single Coverage	2	\$ 12,538	\$ 25,076	2	\$ 12,304	\$ 24,608	2	\$ 12,304	\$ 24,608	\$ 468	1.9%			#DIV/0!
Parent & Child	0	-	-	0	-	-	0	-	-	-	-	-	-	1.9%
Employee & Spouse (or Partner)	1	25,077	25,077	1	24,608	24,608	1	24,608	24,608	469	1.9%			#DIV/0!
Family	0	-	-	0	-	-	0	-	-	-	-	-	-	2.0%
Employee Cost Sharing Contribution (enter as negative -)			(2,507)			(2,458)				(49)				1.9%
Subtotal	3		47,646	3		46,758	3		46,758	888				
Commissioners - Health Benefits - Annual Cost														
Single Coverage			-			-				-				#DIV/0!
Parent & Child			-			-				-				#DIV/0!
Employee & Spouse (or Partner)			-			-				-				#DIV/0!
Family			-			-				-				#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)														#DIV/0!
Subtotal	0			0			0							#DIV/0!
Retirees - Health Benefits - Annual Cost														
Single Coverage			-			-				-				#DIV/0!
Parent & Child			-			-				-				#DIV/0!
Employee & Spouse (or Partner)			-			-				-				#DIV/0!
Family			-			-				-				#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)														#DIV/0!
Subtotal	0			0			0							#DIV/0!
GRAND TOTAL	3		\$ 47,646	3		\$ 46,758	3		\$ 46,758	888				1.9%

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

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

Schedule of Accumulated Liability for Compensated Absences

Hightstown Housing Authority
For the Period January 1, 2020 to December 31, 2020

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	<i>Legal Basis for Benefit (check applicable items)</i>
Allen K. LePrevost	30	\$ 11,769		X		
Sherry Cavanaugh	30	6,578		X		
Charlie Schilling	30	3,845		X		
William Miller	17	1,961		X		
FICA Expense for Above		1,848				
Total liability for accumulated compensated absences at beginning of current year		\$ 26,001				

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

Schedule of Shared Service Agreements

Hightstown Housing Authority

January 1, 2020

to

December 31, 2020

For the Period

If No Shared Services X this Box

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

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

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Hightstown Housing Authority
 For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget				FY 2019 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		
REVENUES								
Total Operating Revenues	\$ 933,060	\$ -	\$ -	\$ -	\$ 933,060	\$ 900,210	\$ 32,850	3.6%
Total Non-Operating Revenues	11,000	-	-	-	11,000	6,800	4,200	61.8%
Total Anticipated Revenues	944,060	-	-	-	944,060	907,010	37,050	4.1%
APPROPRIATIONS								
Total Administration	359,711	-	-	-	359,711	346,710	13,001	3.7%
Total Cost of Providing Services	501,222	-	-	-	501,222	482,628	18,594	3.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	860,933	-	-	-	860,933	829,338	31,595	3.8%
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	860,933	-	-	-	860,933	829,338	31,595	3.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	860,933	-	-	-	860,933	829,338	31,595	3.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ 83,127	\$ -	\$ -	\$ -	\$ 83,127	\$ 77,672	\$ 5,455	7.0%

Revenue Schedule

Hightstown Housing Authority

For the Period January 1, 2020 to December 31, 2020

FY 2020 Proposed Budget

FY 2019 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 REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	612,000				612,000	589,200	22,800	3.9%
Excess Utilities	9,210				9,210	9,210	-	0.0%
Non-Dwelling Rental	-				-	-	-	#DIV/0!
HUD Operating Subsidy	292,350				292,350	281,400	10,950	3.9%
New Construction - Acc Section 8	-				-	-	-	#DIV/0!
Voucher - Acc Housing Voucher	-				-	-	-	#DIV/0!
Total Rental Fees	913,560	-	-	-	913,560	879,810	33,750	3.8%
<i>Other Operating Revenues (List)</i>								
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Laundry Income	6,600				6,600	6,600	-	0.0%
Late Fees and Maintenance Fees	3,900				3,900	3,600	300	8.3%
Capital Funds Used for Operations	9,000				9,000	10,200	(1,200)	-11.8%
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Type in (Grant, Other Rev)	-				-	-	-	#DIV/0!
Total Other Revenue	19,500	-	-	-	19,500	20,400	(900)	-4.4%
Total Operating Revenues	933,060	-	-	-	933,060	900,210	32,850	3.6%
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!
Type in	-				-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	11,000				11,000	6,800	4,200	61.8%
Penalties	-				-	-	-	#DIV/0!
Other	-				-	-	-	#DIV/0!
Total Interest	11,000	-	-	-	11,000	6,800	4,200	61.8%
Total Non-Operating Revenues	11,000	-	-	-	11,000	6,800	4,200	61.8%
TOTAL ANTICIPATED REVENUES	\$ 944,060	\$ -	\$ -	\$ -	\$ 944,060	\$ 907,010	\$ 37,050	4.1%

Prior Year Adopted Revenue Schedule

Hightstown Housing Authority

FY 2019 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	589,200				589,200
Excess Utilities	9,210				9,210
Non-Dwelling Rental	-				-
HUD Operating Subsidy	281,400				281,400
New Construction - Acc Section 8	-				-
Voucher - Acc Housing Voucher	-				-
Total Rental Fees	879,810	-	-	-	879,810
<i>Other Revenue (List)</i>					
Type in (Grant, Other Rev)	-				-
Laundry Income	6,600				6,600
Late Fees and Maintenance Fees	3,600				3,600
Capital Funds Used for Operations	10,200				10,200
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Type in (Grant, Other Rev)	-				-
Total Other Revenue	20,400	-	-	-	20,400
Total Operating Revenues	900,210	-	-	-	900,210
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in	-				-
Type in	-				-
Type in	-				-
Type in	-				-
Type in	-				-
Type in	-				-
Total Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned	6,800				6,800
Penalties	-				-
Other	-				-
Total Interest	6,800	-	-	-	6,800
Total Non-Operating Revenues	6,800	-	-	-	6,800
TOTAL ANTICIPATED REVENUES	\$ 907,010	\$ -	\$ -	\$ -	\$ 907,010

Appropriations Schedule

Hightstown Housing Authority
For the Period January 1, 2020 to December 31, 2020

FY 2020 Proposed Budget

\$ Increase
(Decrease)
Proposed vs.
Adopted

% Increase
(Decrease)
Proposed vs.
Adopted

	FY 2020 Proposed Budget				Total All Operations	Total All Operations	All Operations	All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	185,216				\$ 185,216	\$ 182,182	\$ 3,034	1.7%
Fringe Benefits	81,000				81,000	74,303	6,697	9.0%
Legal	7,000				7,000	7,000	-	0.0%
Staff Training	2,000				2,000	2,000	-	0.0%
Travel	8,500				8,500	8,500	-	0.0%
Accounting Fees	30,300				30,300	29,400	900	3.1%
Auditing Fees	8,250				8,250	7,700	550	7.1%
Miscellaneous Administration*	37,445				37,445	35,625	1,820	5.1%
Total Administration	359,711	-	-	-	359,711	346,710	13,001	3.7%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	53,685				53,685	52,654	1,031	2.0%
Salary & Wages - Protective Services	-				-	-	-	#DIV/0!
Salary & Wages - Utility Labor	17,895				17,895	17,575	320	1.8%
Fringe Benefits	31,500				31,500	28,895	2,605	9.0%
Tenant Services	7,500				7,500	7,500	-	0.0%
Utilities	205,600				205,600	199,000	6,600	3.3%
Maintenance & Operation	90,015				90,015	86,740	3,275	3.8%
Protective Services	-				-	-	-	#DIV/0!
Insurance	53,755				53,755	50,580	3,175	6.3%
Payment in Lieu of Taxes (PILOT)	39,772				39,772	38,184	1,588	4.2%
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	-				-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-				-	-	-	#DIV/0!
Property Betterment/Additions	-				-	-	-	#DIV/0!
Miscellaneous COPS*	-				-	-	-	#DIV/0!
Total Cost of Providing Services	501,222	-	-	-	501,222	482,628	18,594	3.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	860,933	-	-	-	860,933	829,338	31,595	3.8%
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	860,933	-	-	-	860,933	829,338	31,595	3.8%
ACCUMULATED DEFICIT	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	860,933	-	-	-	860,933	829,338	31,595	3.8%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other	-				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 860,933	\$ -	\$ -	\$ -	\$ 860,933	\$ 829,338	\$ 31,595	3.8%

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

5% of Total Operating Appropriations \$ 43,046.65 \$ - \$ - \$ - \$ 43,046.65

Prior Year Adopted Appropriations Schedule

Hightstown Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 182,182				\$ 182,182
Fringe Benefits	74,303				74,303
Legal	7,000				7,000
Staff Training	2,000				2,000
Travel	8,500				8,500
Accounting Fees	29,400				29,400
Auditing Fees	7,700				7,700
Miscellaneous Administration*	35,625				35,625
Total Administration	346,710	-	-	-	346,710
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-				-
Salary & Wages - Maintenance & Operation	52,654				52,654
Salary & Wages - Protective Services	-				-
Salary & Wages - Utility Labor	17,575				17,575
Fringe Benefits	28,895				28,895
Tenant Services	7,500				7,500
Utilities	199,000				199,000
Maintenance & Operation	86,740				86,740
Protective Services	-				-
Insurance	50,580				50,580
Payment in Lieu of Taxes (PILOT)	38,184				38,184
Terminal Leave Payments	-				-
Collection Losses	1,500				1,500
Other General Expense	-				-
Rents	-				-
Extraordinary Maintenance	-				-
Replacement of Non-Expendible Equipment	-				-
Property Betterment/Additions	-				-
Miscellaneous COPS*	-				-
Total Cost of Providing Services	482,628	-	-	-	482,628
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	829,338	-	-	-	829,338
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve	-				-
Renewal & Replacement Reserve	-				-
Municipality/County Appropriation	-				-
Other Reserves	-				-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	829,338	-	-	-	829,338
ACCUMULATED DEFICIT	-				-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	829,338	-	-	-	829,338
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	-				-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 829,338	\$ -	\$ -	\$ -	\$ 829,338

* 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	\$ 41,466.90	\$ -	\$ -	\$ -	\$ 41,466.90
--------------------------------------	--------------	------	------	------	--------------

Debt Service Schedule - Principal

Hightstown Housing Authority

If Authority has no debt X this box

Type in Issue Name	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024		2025	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	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

If no Rating type in Not Applicable

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 2020	2021	2022	2023	2024	2025		
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, 2020

to

December 31, 2020

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,369,479	\$ -	\$ -	\$ -	\$ 1,369,479
Less: Invested in Capital Assets, Net of Related Debt (1)	1,865,604				1,865,604
Less: Restricted for Debt Service Reserve (1)	-				-
Less: Other Restricted Net Position (1)	-				-
Total Unrestricted Net Position (1)	(496,125)				(496,125)
Less: Designated for Non-Operating Improvements & Repairs	-				-
Less: Designated for Rate Stabilization	-				-
Less: Other Designated by Resolution	-				-
Plus: Accrued Unfunded Pension Liability (1)	538,942				538,942
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	611,543				611,543
Plus: Estimated Income (Loss) on Current Year Operations (2)	77,672				77,672
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	732,032				732,032
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	732,032				732,032
(4)					

(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 \$ 43,047 \$ - \$ - \$ 43,047

(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.

2020 (2020-2021)

HIGHTSTOWN
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

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

Hightstown Housing Authority

FISCAL YEAR: FROM: January 1, 2020 TO: December 31,
2020

[X]

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 18th day of September, 2019.

OR

[]

It is hereby certified that the governing body of the Hightstown 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 Keith 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		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Hightstown Housing Authority

FISCAL YEAR: **FROM:** January 1, 2020 **TO:** December 31,
2020

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

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, advertises those meetings on its website, and has a liaison attend the Housing Authority's board meetings.

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. It is done in conjunction with HUD engineers and officials.

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

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. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)

N/A – The HA does not carry any debt.

5. Have the current capital projects been reviewed and approved by HUD?

Yes. Capital Fund Budgets are required to be submitted to HUD each year.

Add additional sheets if necessary.

Proposed Capital Budget

Hightstown Housing Authority

For the Period January 1, 2020 to December 31, 2020

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Replace Generator (CFP 2018)	\$ 25,000				\$ 25,000	
Boiler, Piping, etc. (CFP 2018 & 2019)	61,957				61,957	
Kitchen Renovations (CFP 2019)	5,000				5,000	
Exterior Doors & Fire Esc. (CFP 2019)	16,000				16,000	
Total	107,957	-	-	-	107,957	-
<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	\$ 107,957	\$ -	\$ -	\$ -	\$ 107,957	\$ -

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, 2020 to December 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2020	2021	2022	2023	2024	2025
Public Housing Management							
Replace Generator (CFP 2018)	\$ 25,000	\$ 25,000					
Boiler, Piping, etc. (CFP 2018 & 2019)	61,957	61,957					
Kitchen Renovations (CFP 2019)	36,000	5,000	31,000				
Exterior Doors & Fire Esc. (CFP 2019)	36,000	16,000	20,000				
Total	158,957	107,957	51,000	-	-	-	-
Section 8							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 158,957	\$ 107,957	\$ 51,000	\$ -	\$ -	\$ -	\$ -

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, 2020 to December 31, 2020

Funding Sources

	Estimated Total Cost	Renewal &				
		Unrestricted Net Position Utilized	Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Replace Generator (CFP 2018)	\$ 25,000				\$ 25,000	
Boiler, Piping, etc. (CFP 2018 &	61,957				61,957	
Kitchen Renovations (CFP 2019)	36,000				36,000	
Exterior Doors & Fire Esc. (CFP	36,000				36,000	
Total	158,957	-	-	-	158,957	-
<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	\$ 158,957	\$ -	\$ -	\$ -	\$ 158,957	\$ -
Total 5 Year Plan per CB-4	\$ 158,957					
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.