

Authority Budget of:

Adopted

Hightstown Housing Authority

State Filing Year

2021

APPROVED COPY

For the Period:

January 1, 2021

to

December 31, 2021

WWW.hightstownhousing.org

Authority Web Address



Division of Local Government Services

2021 (2021-2022) HOUSING AUTHORITY BUDGET

Certification Section

2021 (2021-2022)

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM January 1, 2021 TO December 31, 2021

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: 11/6/2020

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: 11/19/2021

2021 (2021-2022) PREPARER'S CERTIFICATION

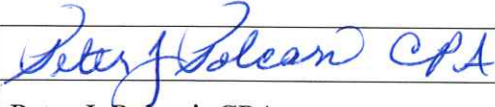
HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2021 T0: 12/31/2021

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 074510		
Phone Number:	201-650-0618	Fax Number:	973-831-6972
E-mail address	Polcarifamily@aol.com		

2021 (2021-2022) APPROVAL CERTIFICATION

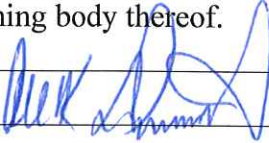
HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** 01/01/2021 **TO:** 12/31/2021

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 October, 2020.

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
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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



2021 (2021-2022) HOUSING AUTHORITY BUDGET RESOLUTION

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

WHEREAS, the Annual Budget and Capital Budget for the Hightstown Housing Authority for the fiscal year beginning, January 1, 2021 and ending December 31, 2021 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of October 21, 2020; and


WHEREAS, the schedule of rents, fees and other charges, shown on **Budget Page F-2** 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 shown on **Budget Page F-4**, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program shown on **Capital Budget Page CB-3**, 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 21, 2020 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, 2021 and ending December 31, 2021 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 16, 2020.



(Secretary's Signature)

10/27/20

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
James Eufemia	✓			
Brent Rivenburgh	✓			✓
Yolanda Swiney	✓			
Monique Wilson	✓			
Eva Teller	✓			
Jeet Gulati	✓			

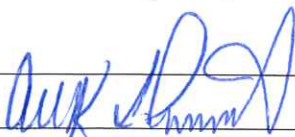
2021 (2021-2022) ADOPTION CERTIFICATION

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** 01/01/2021 **TO:** 12/31/2021

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 16th day of December, 2020.

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		

2021 (2021-2022) ADOPTED BUDGET RESOLUTION

HIGHTSTOWN HOUSING AUTHORITY

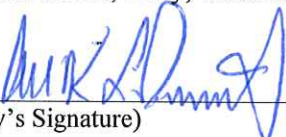
FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of December 16, 2020; and

WHEREAS, the Annual Budget Page F-1 and Capital Budget page CB-3 as presented for adoption reflects each item of revenue Budget page F-2 and appropriation budget page F-4 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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Hightstown Housing Authority, at an open public meeting held on December 16, 2020 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning January 1, 2021 and ending December 31, 2021 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)

12/16/20

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
James Eufemia	✓			
Brent Rivenburgh	✓			
Yolanda Swiney	✓			
Monique Wilson	✓			
Eva Teller	✓		✓	
Jeet Gulati	✓			

2021 (2021-2022) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2021 (2021-2022) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

HIGHTSTOWN HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 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 2021 Budget is consistent with the 2020 Adopted Budget for the most part. While the Housing Authority has made a strong effort to control expenses while continuing to serve the residents of our community, The COVID 19 Pandemic has affected the rents and operating subsidy. In order to be conservative, the Authority is budgeting for decreases in both of those items. Since many tenants have lost their income and the amount of rent charged is based on income, the Authority expects its rental income to decrease. In addition, a decrease in operating subsidy is also expected due to the higher rents collected in the previous two years. While there is potential for HUD to provide additional COVID funding, the Authority has elected not to budget for that income since it has not been announced. Laundry income is expected to rise based on current year actuals. Interest income, on the other hand, is expected to decrease as interest rates have fallen dramatically in the current financial environment. While most of the expense items are expected to remain relatively constant, both travel and tenant services are budgeted to decrease by more than 10%. This is strictly the result of decreased travel and tenant social events due to the pandemic. Even though the net changes above are decreasing the Authority's bottom line when compared to 2020, the Authority is still able to budget for and increase in net assets of \$10,372 for 2021.

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 economy has been affected by the COVID 19 Pandemic. As mentioned above, the proposed budget reflects decreases in rental income and HUD Subsidy which results in a decrease in anticipated surplus for 2021. The HA is still able to budget for a small increase (\$10,372) in surplus for 2021 and management feels that there are ample reserves should their use be required to fund any shortfalls until HUD provides more funding.

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 2021 proposed budget.

**2021 (2021-2022) HOUSING AUTHORITY BUDGET
MESSAGE & ANALYSIS
(CONTINUED)**

**HIGHTSTOWN HOUSING
AUTHORITY BUDGET**

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

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 made in 2020 was \$41,438.

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 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 in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).

The audit report for the year ended December 31, 2019 reflects a deficit of \$719,548 in Unrestricted Net Assets. This is strictly the result of the Housing Authority implementing GASB 68 and GASB 75 for Unfunded Pension Liabilities and Other Post Employment Benefits. 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.

HOUSING AUTHORITY CONTACT INFORMATION

AUTHORITY CONTACT INFORMATION

2021 (2021-2022)

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.)	201-650-0618	Fax:	973-831-6972
E-mail:	kleprevost@hightstownhousing.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes, and 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: 01/01/2021 TO: 12/31/2021

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 2019 or 2020**) 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 2019 or 2020**) Transmittal of Wage and Tax Statements: **\$251,013**
- 3) Provide the number of regular voting members of the governing body: **7, however there is currently one vacant position**
- 4) Provide the number of alternate voting members of the governing body: **-0-**
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **NO** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2020 or 2021 deadline has passed 2020 or 2021**) 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.*
- 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 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.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

- 11) Did the Authority pay for meals or catering during the current fiscal year? **NO, due to the Coronavirus Pandemic the Authority had no meals or catering since there was no travel and very few in person meetings.**
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **Although no travel occurred due to the Pandemic, the Authority was required to pay \$555 for a non-refundable flight to a conference that was cancelled.**
- 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 - NoDebt** *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)*
- 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.*

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

- 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.*

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

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

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 2019 or 2020). 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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, 2021

A B C D E F G H I J K L M N O P Q R S T

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	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	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)									Estimated amount of other compensation from the Authority (health benefits, pension, etc.)
1 James Eufemia	Chairperson	2 X										NONE	N/A	N/A	0	0	0	0
2 Brent Rivenburgh	Vice Chairperson	2 X										NONE	N/A	N/A	0	0	0	0
3 Yolanda Swiney		2 X										NONE	N/A	N/A	0	0	0	0
4 Monique Wilson		2 X										NONE	N/A	N/A	0	0	0	0
5 Eva Teller		2 X										NONE	N/A	N/A	0	0	0	0
6 Jeet Gulati		2 X										NONE	N/A	N/A	0	0	0	0
7 Allen K. LePrevost	Executive Director	40	X					102,000	0	0	49,376	NONE	N/A	N/A	0	0	0	151,376
8																		0
9																		0
10																		0
11																		0
12																		0
13																		0
14																		0
15																		0
Total:									\$ 102,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,376

(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, 2021 to December 31, 2021

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)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Employee Proposed Budget	Employee Proposed Budget		Current Year	Current Year	Current Year	Current Year			
Active Employees - Health Benefits - Annual Cost												
Single Coverage	2	\$ 13,713	\$ 27,426	2	\$ 12,538	\$ 25,076	\$ 2,350	9.4%				
Parent & Child	0	-	-	0	-	-	-	#DIV/0!				
Employee & Spouse (or Partner)	1	27,426	27,426	1	25,077	25,077	2,349	9.4%				
Family	0	-	-	0	-	-	-	#DIV/0!				
Employee Cost Sharing Contribution (enter as negative -)			(2,627)			(2,507)	(120)	4.8%				
Subtotal	3		52,225	3		47,646	4,579	9.6%				
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		-	-	#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		-	-	#DIV/0!				
GRAND TOTAL	3		\$ 52,225	3		\$ 47,646	\$ 4,579	9.6%				

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

2021 (2022) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Hightstown Housing Authority** to **December 31, 2021**
January 1, 2021

	FY 2021 Proposed Budget				FY 2020 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs					Total All Operations
REVENUES									
Total Operating Revenues	\$ 853,345	\$ -	\$ -	\$ -	\$ 853,345	\$ -	\$ 933,060	-8.5%	
Total Non-Operating Revenues	5,900	-	-	-	5,900	-	11,000	-46.4%	
Total Anticipated Revenues	<u>859,245</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>859,245</u>	<u>-</u>	<u>944,060</u>	<u>-9.0%</u>	
APPROPRIATIONS									
Total Administration	359,003	-	-	-	359,003	-	359,711	-0.2%	
Total Cost of Providing Services	489,870	-	-	-	489,870	-	501,222	-2.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!	
Total Operating Appropriations	848,873	-	-	-	848,873	-	860,933	-1.4%	
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	848,873	-	-	-	848,873	-	860,933	-1.4%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	848,873	-	-	-	848,873	-	860,933	-1.4%	
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ 10,372</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,372</u>	<u>\$ -</u>	<u>\$ 83,127</u>	<u>\$ (72,755)</u>	<u>-87.5%</u>

Revenue Schedule

Hightstown Housing Authority

For the Period January 1, 2021 to December 31, 2021

	FY 2021 Proposed Budget				FY 2020 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	\$ -				\$ -	\$ -	#DIV/0!
Dwelling Rental	582,000				582,000	612,000	(30,000) -4.9%
Excess Utilities	9,210				9,210	9,210	- 0.0%
Non-Dwelling Rental	-				-	-	#DIV/0!
HUD Operating Subsidy	240,000				240,000	292,350	(52,350) -17.9%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher	-				-	-	#DIV/0!
Total Rental Fees	831,210	-	-	-	831,210	913,560	(82,350) -9.0%
<i>Other Operating Revenues (List)</i>							
Laundry Income	8,640				8,640	6,600	2,040 30.9%
Late Fees and Maintenance Fees	3,660				3,660	3,900	(240) -6.2%
Capital Funds Used for Operations	9,835				9,835	9,000	835 9.3%
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	22,135	-	-	-	22,135	19,500	2,635 13.5%
Total Operating Revenues	853,345	-	-	-	853,345	933,060	(79,715) -8.5%
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	5,900				5,900	11,000	(5,100) -46.4%
Penalties	-				-	-	#DIV/0!
Other	-				-	-	#DIV/0!
Total Interest	5,900	-	-	-	5,900	11,000	(5,100) -46.4%
Total Non-Operating Revenues	5,900	-	-	-	5,900	11,000	(5,100) -46.4%
TOTAL ANTICIPATED REVENUES	\$ 859,245	\$ -	\$ -	\$ -	\$ 859,245	\$ 944,060	\$ (84,815) -9.0%

Prior Year Adopted Revenue Schedule

Hightstown Housing Authority

FY 2020 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	612,000				612,000
Excess Utilities	9,210				9,210
Non-Dwelling Rental					-
HUD Operating Subsidy	292,350				292,350
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	913,560	-	-	-	913,560
<i>Other Revenue (List)</i>					
Laundry Income	6,600				6,600
Late Fees and Maintenance Fees	3,900				3,900
Capital Funds Used for Operations	9,000				9,000
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)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	19,500	-	-	-	19,500
Total Operating Revenues	933,060	-	-	-	933,060
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	11,000				11,000
Penalties					-
Other					-
Total Interest	11,000	-	-	-	11,000
Total Non-Operating Revenues	11,000	-	-	-	11,000
TOTAL ANTICIPATED REVENUES	\$ 944,060	\$ -	\$ -	\$ -	\$ 944,060

Appropriations Schedule

Hightstown Housing Authority

For the Period January 1, 2021 to December 31, 2021

	FY 2021 Proposed Budget				FY 2020 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	187,030				\$ 187,030	\$ 185,216	\$ 1,814 1.0%
Fringe Benefits	79,120				79,120	81,000	(1,880) -2.3%
Legal	7,000				7,000	7,000	- 0.0%
Staff Training	2,000				2,000	2,000	- 0.0%
Travel	7,200				7,200	8,500	(1,300) -15.3%
Accounting Fees	31,200				31,200	30,300	900 3.0%
Auditing Fees	8,250				8,250	8,250	- 0.0%
Miscellaneous Administration*	37,203				37,203	37,445	(242) -0.6%
Total Administration	359,003				359,003	359,711	(708) -0.2%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	55,183				55,183	53,685	1,498 2.8%
Salary & Wages - Protective Services					-	-	#DIV/0!
Salary & Wages - Utility Labor	18,395				18,395	17,895	500 2.8%
Fringe Benefits	30,770				30,770	31,500	(730) -2.3%
Tenant Services	5,000				5,000	7,500	(2,500) -33.3%
Utilities	202,350				202,350	205,600	(3,250) -1.6%
Maintenance & Operation	85,980				85,980	90,015	(4,035) -4.5%
Protective Services					-	-	#DIV/0!
Insurance	53,645				53,645	53,755	(110) -0.2%
Payment in Lieu of Taxes (PILOT)	37,047				37,047	39,772	(2,725) -6.9%
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	489,870				489,870	501,222	(11,352) -2.3%
Total Principal Payments on Debt Service in Lieu of Depreciation					-	-	#DIV/0!
Total Operating Appropriations	848,873				848,873	860,933	(12,060) -1.4%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt					-	-	#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	848,873				848,873	860,933	(12,060) -1.4%
ACCUMULATED DEFICIT					-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	848,873				848,873	860,933	(12,060) -1.4%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Unrestricted Net Position Utilized					-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 848,873	\$ -	\$ -	\$ -	\$ 848,873	\$ 860,933	\$ (12,060) -1.4%

* 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 \$ 42,443.65 \$ - \$ - \$ - \$ 42,443.65

Prior Year Adopted Appropriations Schedule

Hightstown Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 185,216				\$ 185,216
Fringe Benefits	81,000				81,000
Legal	7,000				7,000
Staff Training	2,000				2,000
Travel	8,500				8,500
Accounting Fees	30,300				30,300
Auditing Fees	8,250				8,250
Miscellaneous Administration*	37,445				37,445
Total Administration	359,711	-	-	-	359,711
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-				-
Salary & Wages - Maintenance & Operation	53,685				53,685
Salary & Wages - Protective Services	-				-
Salary & Wages - Utility Labor	17,895				17,895
Fringe Benefits	31,500				31,500
Tenant Services	7,500				7,500
Utilities	205,600				205,600
Maintenance & Operation	90,015				90,015
Protective Services	-				-
Insurance	53,755				53,755
Payment in Lieu of Taxes (PILOT)	39,772				39,772
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	501,222	-	-	-	501,222
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	860,933	-	-	-	860,933
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	860,933	-	-	-	860,933
ACCUMULATED DEFICIT	-				-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	860,933	-	-	-	860,933
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	-				-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 860,933	\$ -	\$ -	\$ -	\$ 860,933

* 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
--------------------------------------	--------------	------	------	------	--------------

Debt Service Schedule - Principal

Hightstown Housing Authority

If Authority has no debt X this box

X

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025		2026	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

	Fiscal Year Ending in							
	Proposed Budget Year 2021	2022	2023	2024	2025		2026	Thereafter
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, 2021 to December 31, 2021

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,213,089	\$ -	\$ -	\$ -	\$ 1,213,089
Less: Invested in Capital Assets, Net of Related Debt (1)	1,932,637				1,932,637
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(719,548)	-	-	-	(719,548)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	563,707				563,707
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	484,543				484,543
Plus: Estimated Income (Loss) on Current Year Operations (2)	83,127				83,127
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	411,829	-	-	-	411,829
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	\$ 411,829	\$ -	\$ -	\$ -	\$ 411,829
(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 \$ 42,444 \$ - \$ - \$ - \$ 42,444
 (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.

2021 (2021-2022)

HIGHTSTOWN
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2021 (2021-2022) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

[X] enter X to the left if this paragraph is applicable

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 October, 2020.

OR

[] enter X to the left if this paragraph is applicable

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 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		

2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

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. The Executive Director prepares a long-term capital 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, 2021 to December 31, 2021

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Kitchen Renovations (CFP 2020 & 2021)	\$ 17,000				\$ 17,000	
Windows (CFP 2021)	25,000				25,000	
Doors (CFP 2021)	-					
Concrete Sidewalks (CFP 2021)	-					
Total	42,000	-	-	-	42,000	-
<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 PROPOSED CAPITAL BUDGET	\$ 42,000	\$ -	\$ -	\$ -	\$ 42,000	\$ -

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, 2021 to December 31, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget				
		Year 2021	2022	2023	2024	2025
Public Housing Management						
Kitchen Renovatins (CFP 2020 & 2021)	\$ 34,000	\$ 17,000	\$ 17,000			
Windows (CFP 2021)	25,000	25,000				
Doors (CFP 2021)	25,000	-	25,000			
Concrete Sidewalks (CFP 2021)	25,000	-	25,000			
Total	109,000	42,000	67,000	-	-	-
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	\$ 109,000	\$ 42,000	\$ 67,000	\$ -	\$ -	\$ -

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, 2021 to December 31, 2021

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Kitchen Renovatins (CFP 2020 & 2021)	\$ 34,000				\$ 34,000	
Windows (CFP 2021)	25,000				25,000	
Doors (CFP 2021)	25,000				25,000	
Concrete Sidewalks (CFP 2021)	25,000				25,000	
Total	109,000	-	-	-	109,000	-
<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	\$ 109,000	\$ -	\$ -	\$ -	\$ 109,000	\$ -
Total 5 Year Plan per CB-4	\$ 109,000					

- 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.