

Authority Budget of:

HIGHTSTOWN HOUSING AUTHORITY

State Filing Year

2021

For the Period:

January 1, 2022

to

December 31, 2022

www.hightstownhousing.org

Authority Web Address



Division of Local Government Services

2022 (2022-2022) AUTHORITY BUDGET

Certification Section

2022 (2022-2023)

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM JANUARY 1, 2022 TO DECEMBER 31, 2022

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2022 (2022-2023) PREPARER'S CERTIFICATION

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

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

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

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

2022 (2022-2023) APPROVAL CERTIFICATION

HIGHTSTOWN

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

It is hereby certified that the 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 20th day of October, 2021.

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

Officer's Signature:			
Name:	Allen K. 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
- 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 is such as PIE Charts, Bar Graphs etc. for such items as Revenues, Expenditures, and other information the Authority deems relevant to inform the public**)
- 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

2022 (2022-2023) AUTHORITY BUDGET RESOLUTION HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

WHEREAS, the Annual Budget and Capital Budget for the Hightstown Housing Authority for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of October 20, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$896,010 , Total Appropriations, including any Accumulated Deficit if any, of \$894,585 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$343,725 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$158,725; and

WHEREAS, the schedule of rates, 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 20, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hightstown Housing Authority Authority for the fiscal year beginning January 1, 2022 and ending December 31, 2022 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 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 15, 2021.

(Secretary's Signature)

(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

James Eufemia
Yolanda Swiney
Jeet Gulati
Terry Parliaros
Brent Rivenburgh
Eva Teller

2022 (2022-2023) ADOPTION CERTIFICATION

HIGHTSTOWN

HOSUING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

It is hereby certified that the 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 15th day of December, 2021

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		

2022 (2022-2023) ADOPTED BUDGET RESOLUTION

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of December 15, 2021; 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 \$896,010, Total Appropriations, including any Accumulated Deficit, if any, of \$894,585 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$343,725 and Total Unrestricted Net Position planned to be utilized of \$158,725; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Hightstown Housing Authority, at an open public meeting held on December 15, 2021 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning January 1, 2022 and, ending December 31, 2022 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)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

James Eufemia
Yolanda Swiney
Jeet Gulati
Terry Parliaros
Brent Rivenburgh
Eva Teller

2022 (2022-2023) AUTHORITY BUDGET

Narrative and Information Section

2022 (2022-2023) AUTHORITY BUDGET MESSAGE & ANALYSIS

HIGHTSTOWN HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

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.

The proposed 2022 Budget is consistent with the 2021 Adopted Budget for the most part. The Housing Authority has made a strong effort to control expenses while continuing to serve the residents of our community. The Housing Authority is budgeting for an increase in Operating Subsidy provided by HUD based on the current year appropriations and HUD's assistance in fighting the global pandemic. On the appropriations side, the Authority is budgeting for an increase in maintenance supplies and contract costs as it continues to disinfect and add new floors to dwelling units upon turnover. As a result, while still budgeting for an increase in anticipated surplus, the budgeted surplus will be lower than that of the prior yer.

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 Consider New Development projects such as Housing /Commercial projects impact on the Authorities expenses or revenues)

The local economy has been affected by the COVID 19 Pandemic. HUD has been instrumental in assisting the Authority to get through the economic downturn. HUD has provided additional funding to assist the HA and its' tenants and therefore the HA has been able to budget for consistent operations. The Hightstown Housing Authority has had healthy reserves and is even planning to use some of those reserves to fund capital projects (such as roofs and stair treads) in the coming year as detailed on the attached Capital Budget.

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget and or Capital 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.

The Hightstown Housing Authority has had healthy reserves for the past number of years. As a result, the Authority is planning to use some of those reserves to supplement its' Capital Fund Program. The HA is planning to use reserves of \$158,725 in addition to Capital Funding provided by HUD to complete a roofing project and a stair tread project.

2022 (2022-2023) AUTHORITY BUDGET MESSAGE & ANALYSIS

HIGHTSTOWN HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service payments, pilot payments, or other types of contracts or agreements (Example to provide police services to the Authority etc. and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

No funds were transferred to the County of Municipality except for the normal operating PILOT payment funded by HUD. The PILOT payment made in 2021 was \$40,769.

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) and similar types of deficits in the audit report. How would these deficits be funded?

The audit report for the year ended December 31, 2020 reflects a deficit of \$664,231 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.

6. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable. (If no changes to fees or rates indicate (Answer as "Rates Are Staying the Same")

At an HA there is no "fee structure" because the rents charged are based on 30% of the tenant's adjusted income. This fee structure has not changed and the rates are staying the same.

AUTHORITY CONTACT INFORMATION

2022 (2022-2023)

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:	973-831-69752
E-mail:	Polcarifamily@aol.com		

Chief Executive Officer:(1)	Allen K. LePrevost		
Phone: (ext.)	609-448-2268	Fax:	609-426-9440
E-mail:	kleprevost@hightstownhousing.org		

Chief Financial Officer(1)	Allen K. LePrevost		
Phone: (ext.)	609-448-2268	Fax:	609-426-9440
E-mail:	kleprevost@hightstownhousing.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes, 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		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

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: **\$263,128**
- 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 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 the commissioners or the executive director. In the case of the Executive Director, a salary contract is then entered into.

AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

- 11) Did the Authority pay for meals or catering during the current fiscal year? **NO. Due to the 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? **NO. Due to the Pandemic there was no travel taking place.**
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
 - a. First class or charter travel **NO**
 - b. Travel for companions **NO**
 - c. Tax indemnification and gross-up payments **NO**
 - d. Discretionary spending account **NO**
 - e. Housing allowance or residence for personal use **NO**
 - f. Payments for business use of personal residence **NO**
 - g. Vehicle/auto allowance or vehicle for personal use **NO**
 - h. Health or social club dues or initiation fees **NO**
 - i. Personal services (i.e.: maid, chauffeur, chef) **NO**

If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **NO** *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A – No Debt** *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable). (New Jersey Infrastructure Trust Loans are not bonded debt of an Authority)*
- 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.*

AUTHORITY INFORMATIONAL QUESTIONNAIRE

HIGHTSTOWN HOUSING AUTHORITY

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

- 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: 1/01/2022 TO: 12/31/2022

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 2020 or 2021. 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, 2022, the most recent W-2 and 1099 should be used 2021 or 2020 (60 days prior to start of budget year is November 1, 2021, with 2020 being the most recent calendar year ended), and for fiscal years ending June 30, 2022, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2022, with 2021 being the most recent calendar year ended).

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

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

For the Period January 1, 2022 to December 31, 2022
 Hightstown Housing Authority
 Reportable Compensation from Authority (W-2/ 1099)

A Name	B Title	C Position	D Average Hours per Week Dedicated to Position	E Reportable Compensation from Authority (W-2/ 1099)				G Total Compensation from Authority (health benefits, pension, etc.)	H Total Compensation from Authority	I Total Compensation from Authority	J Total Compensation from Authority	K Total Compensation from Authority	L Total Compensation from Authority	M Total Compensation from Authority	N Total Compensation from Authority	O Total Compensation from Authority	P Total Compensation from Authority	Q Total Compensation from Authority	R Total Compensation from Authority	S Total Compensation from Authority	T Total Compensation from Authority
				F Base Salary/Stipend	F Bonus	F Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	F Estimated amount of other compensation from the Authority (health benefits, pension, etc.)														
1 James Eufemia	Chairperson	2 X																			
2 Yolanda Swiney	Vice Chairperson	2 X																			
3 Jeet Gulati		2 X																			
4 Terry Parilaros		2 X																			
5 Brent Rivenburgh		2 X																			
6 Eva Teller		2 X																			
7 Allen K. Leprevost	Executive Director	40 X		105,923	0	0	0	52,013	157,936												
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
Total:					\$ 105,923	\$ -	\$ -	\$ 52,013	\$ 157,936												

(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, 2022 to December 31, 2022

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	Current Year	Proposed Budget	Current Year						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	2	2	\$ 13,221	\$ 26,442	\$ 26,442	2	\$ 13,713	\$ 27,426	\$ (984)	-3.6%
Parent & Child	0	0	-	-	-	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	1	1	26,442	26,442	26,442	1	27,426	27,426	(984)	-3.6%
Family	0	0	-	-	-	0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)				(2,766)	(2,766)			(2,627)	(139)	5.3%
Subtotal	3	3		50,118	50,118	3		52,225	(2,107)	-4.0%
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	3		\$ 50,118	\$ 50,118	3		\$ 52,225	\$ (2,107)	-4.0%

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, 2022 to December 31, 2022

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	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Allen K. LePrevost	5.5	\$ 2,158	X		
Sherry Cavanaugh	30	6,979		X	
Charlie Schilling	30	4,079		X	
William Miller	19	2,325		X	
Lynmarie Newman	2	170		X	
FICA Expense for Above		1,200			
Total liability for accumulated compensated absences at beginning of current year		\$ 16,911			

The total amount should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Hightstown Housing Authority

January 1, 2022

to

December 31, 2022

For the Period

If No Shared Services X this Box

X

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

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

2022 (2022-2023) AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Hightstown Housing Authority
 For the Period January 1, 2022 to December 31, 2022

	FY 2022 Proposed Budget				FY 2021 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 889,710	\$ -	\$ -	\$ -	\$ 889,710	\$ 853,345	\$ 36,365	4.3%
Total Non-Operating Revenues	6,300	-	-	6,300	5,900	400	6.8%	
Total Anticipated Revenues	896,010	-	-	896,010	859,245	36,765	4.3%	
APPROPRIATIONS								
Total Administration	370,096	-	-	370,096	359,003	11,093	3.1%	
Total Cost of Providing Services	524,489	-	-	524,489	489,870	34,619	7.1%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	894,585	-	-	894,585	848,873	45,712	5.4%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	894,585	-	-	894,585	848,873	45,712	5.4%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	894,585	-	-	894,585	848,873	45,712	5.4%	
ANTICIPATED SURPLUS (DEFICIT)	\$ 1,425	\$ -	\$ -	\$ 1,425	\$ 10,372	\$ (8,947)	-86.3%	

Revenue Schedule

Hightstown Housing Authority

For the Period January 1, 2022 to December 31, 2022

FY 2022 Proposed Budget

FY 2021 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	594,000				594,000	582,000	12,000	2.1%
Excess Utilities	9,210				9,210	9,210	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	264,000				264,000	240,000	24,000	10.0%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
Total Rental Fees	867,210	-	-	-	867,210	831,210	36,000	4.3%
<i>Other Operating Revenues (List)</i>								
Laundry Income	8,640				8,640	8,640	-	0.0%
Late Fees and Maintenance Fees	3,660				3,660	3,660	-	0.0%
Capital Funds Used for Operations	10,200				10,200	9,835	365	3.7%
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	22,500	-	-	-	22,500	22,135	365	1.6%
Total Operating Revenues	889,710	-	-	-	889,710	853,345	36,365	4.3%
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	6,300				6,300	5,900	400	6.8%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	6,300	-	-	-	6,300	5,900	400	6.8%
Total Non-Operating Revenues	6,300	-	-	-	6,300	5,900	400	6.8%
TOTAL ANTICIPATED REVENUES	\$ 896,010	\$ -	\$ -	\$ -	\$ 896,010	\$ 859,245	\$ 36,765	4.3%

Prior Year Adopted Revenue Schedule

Hightstown Housing Authority

FY 2021 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	582,000				582,000
Excess Utilities	9,210				9,210
Non-Dwelling Rental					-
HUD Operating Subsidy	240,000				240,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	831,210	-	-	-	831,210
<i>Other Revenue (List)</i>					
Laundry Income	8,640				8,640
Late Fees and Maintenance Fees	3,660				3,660
Capital Funds Used for Operations	9,835				9,835
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	22,135	-	-	-	22,135
Total Operating Revenues	853,345	-	-	-	853,345
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	5,900				5,900
Penalties					-
Other					-
Total Interest	5,900	-	-	-	5,900
Total Non-Operating Revenues	5,900	-	-	-	5,900
TOTAL ANTICIPATED REVENUES	\$ 859,245	\$ -	\$ -	\$ -	\$ 859,245

Appropriations Schedule

Hightstown Housing Authority

For the Period January 1, 2022 to December 31, 2022

	FY 2022 Proposed Budget				FY 2021 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	192,641				\$ 192,641	\$ 187,030	\$ 5,611	3.0%
Fringe Benefits	82,322				82,322	79,120	3,202	4.0%
Legal	7,000				7,000	7,000	-	0.0%
Staff Training	2,000				2,000	2,000	-	0.0%
Travel	7,200				7,200	7,200	-	0.0%
Accounting Fees	32,160				32,160	31,200	960	3.1%
Auditing Fees	8,650				8,650	8,250	400	4.8%
Miscellaneous Administration*	38,123				38,123	37,203	920	2.5%
Total Administration	370,096	-	-	-	370,096	359,003	11,093	3.1%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	59,088				59,088	55,183	3,905	7.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	19,695				19,695	18,395	1,300	7.1%
Fringe Benefits	33,624				33,624	30,770	2,854	9.3%
Tenant Services	5,000				5,000	5,000	-	0.0%
Utilities	207,295				207,295	202,350	4,945	2.4%
Maintenance & Operation	104,180				104,180	85,980	18,200	21.2%
Protective Services					-	-	-	#DIV/0!
Insurance	56,485				56,485	53,645	2,840	5.3%
Payment in Lieu of Taxes (PILOT)	37,622				37,622	37,047	575	1.6%
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	524,489	-	-	-	524,489	489,870	34,619	7.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	894,585	-	-	-	894,585	848,873	45,712	5.4%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	894,585	-	-	-	894,585	848,873	45,712	5.4%
ACCUMULATED DEFICIT	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	894,585	-	-	-	894,585	848,873	45,712	5.4%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 894,585	\$ -	\$ -	\$ -	\$ 894,585	\$ 848,873	\$ 45,712	5.4%

* 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 \$ 44,729.25 \$ - \$ - \$ - \$ 44,729.25

Prior Year Adopted Appropriations Schedule

Hightstown Housing Authority

FY 2021 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 187,030				\$ 187,030
Fringe Benefits	79,120				79,120
Legal	7,000				7,000
Staff Training	2,000				2,000
Travel	7,200				7,200
Accounting Fees	31,200				31,200
Auditing Fees	8,250				8,250
Miscellaneous Administration*	37,203				37,203
Total Administration	359,003	-	-	-	359,003
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	55,183				55,183
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	18,395				18,395
Fringe Benefits	30,770				30,770
Tenant Services	5,000				5,000
Utilities	202,350				202,350
Maintenance & Operation	85,980				85,980
Protective Services					-
Insurance	53,645				53,645
Payment in Lieu of Taxes (PILOT)	37,047				37,047
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	489,870	-	-	-	489,870
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	848,873	-	-	-	848,873
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	848,873	-	-	-	848,873
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	848,873	-	-	-	848,873
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 848,873	\$ -	\$ -	\$ -	\$ 848,873

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

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 2021	Proposed Budget Year 2022	2023	2024	2025	2026		2027	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.

Bond Rating		
Year of Last Rating		
	<i>Moody's</i>	<i>Fitch</i>
	<i>Standard & Poors</i>	
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 2022	2023	2024	2025	2026	2027		
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, 2022 to December 31, 2022

FY 2022 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 1,493,225	\$ -	\$ -	\$ -	\$ 1,493,225
	2,157,456				2,157,456
	(664,231)	-	-	-	(664,231)
	622,697				622,697
	757,215				757,215
	10,372				10,372
	726,053	-	-	-	726,053
	158,725	-	-	-	158,725
	158,725	-	-	-	158,725
	\$ 567,328	\$ -	\$ -	\$ -	\$ 567,328

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)					
Less: Invested in Capital Assets, Net of Related Debt (1)					
Less: Restricted for Debt Service Reserve (1)					
Less: Other Restricted Net Position (1)					
Total Unrestricted Net Position (1)					
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)					
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					
Plus: Estimated Income (Loss) on Current Year Operations (2)					
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	726,053	-	-	-	726,053
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	158,725	-	-	-	158,725
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	158,725	-	-	-	158,725
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 567,328	\$ -	\$ -	\$ -	\$ 567,328

(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 \$ 44,729 \$ - \$ - \$ - \$ 44,729
 (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.

2022 (2022-2023)

HIGHTSTOWN
HOUSING
AUTHORITY

CAPITAL
BUDGET/
PROGRAM

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

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

enter X to the left if this paragraph is applicable

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Hightstown Housing Authority, on the 20th day of October, 2021 .

OR

enter X to the left if this paragraph is applicable

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

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

2022 (2022-2023) CAPITAL BUDGET/PROGRAM MESSAGE

Hightstown Housing Authority

FISCAL YEAR: FROM: 01/01/2022 TO: 12/31/2022

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 capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

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 Rate Increases Funding or Other sources)

N/A – The HA does not carry any debt and has no plans to issue debt to fund capital projects.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

N/A – None of the capital projects planned are being undertaken in such areas.

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

N/A – None of the capital projects planned are being undertaken in such areas.

Add additional sheets if necessary.

Proposed Capital Budget

Hightstown Housing Authority

For the Period January 1, 2022 to December 31, 2022

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources	
<i>Public Housing Management</i>						
Kitchen Renovations	\$ 10,000				\$ 10,000	
New Roofs Bldgs. 1, 2, 6 & 7	249,000	99,000			150,000	
Concrete Stair Treds	84,725	59,725			25,000	
Water Heater System Bldgs. 1 & 4	-					
Total	343,725	158,725	-	-	185,000	
<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	\$ 343,725	\$ 158,725	\$ -	\$ -	\$ 185,000	\$ -

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, 2022 to December 31, 2022

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					2026	2027
		Year 2022	2023	2024	2025	2026		
Public Housing Management								
Kitchen Renovations	\$ 60,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
New Roofs Bldgs. 1, 2, 6 & 7	249,000	249,000						
Concrete Stair Treads	84,725	84,725						
Water Heater System Bldgs. 1 & 4	50,000	-	25,000	25,000				
Total	443,725	343,725	35,000	35,000	10,000	10,000	10,000	10,000
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	\$ 443,725	\$ 343,725	\$ 35,000	\$ 35,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

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, 2022 to December 31, 2022

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Kitchen Renovations	\$ 60,000				\$ 60,000
New Roofs Bldgs. 1, 2, 6 & 7	249,000	99,000			150,000
Concrete Stair Treds	84,725	59,725			25,000
Water Heater System Bldgs. 1 & 4	50,000				50,000
Total	443,725	158,725	-	-	285,000
<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	\$ 443,725	\$ 158,725	\$ -	\$ -	\$ 285,000
Total 5 Year Plan per CB-4	\$ 443,725				
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.