

State Filing Year

2017

ADOPTED COPY

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

Start Year

End Year

2017

2017

Fiscal Year

Authority Budget of: **APPROVED COPY**

Highland Park Housing Authority

For the Period:

April 1, 2017

to

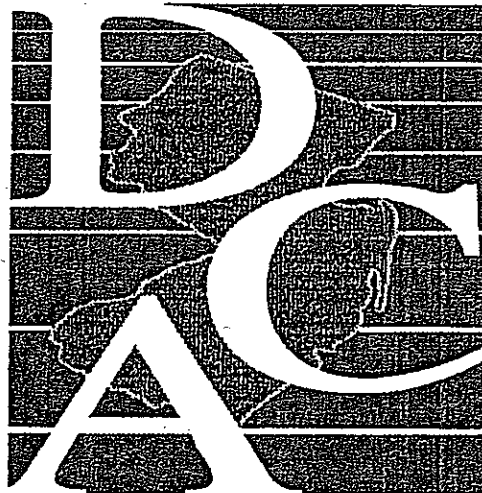
March 31, 2018

www.hphousing@optimum.net

Authority Web Address

LOCAL GOVT SERVICES
2017 JAN 32 A 2 50
RECEIVED

Department Of



**Community
Affairs**

JUL 31 2017
LOCAL GOVERNMENT SERVICES
AUG 7 17 8:23AM

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Division of Local Government Services

~~2017 HOUSING AUTHORITY BUDGET~~

Certification Section

2017

Highland Park Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2017 TO March 31, 2018

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: 6/30/2017

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: 9/1/2017

2017 PREPARER'S CERTIFICATION

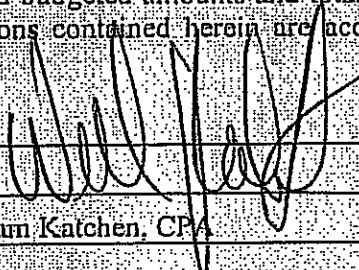
Highland Park Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 4/1/2017 TO: 3/31/2018

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:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	Suite 303, 596 Anderson Avenue, Cliffside Park, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address:	bill@katchencpa.com		

2017 APPROVAL CERTIFICATION

Highland Park Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

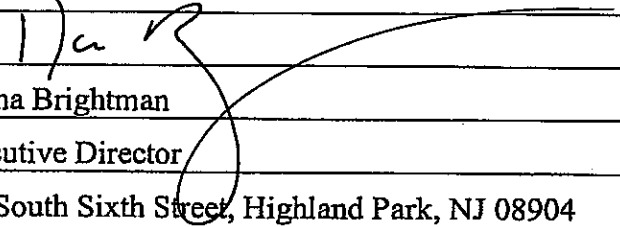
**FISCAL
YEAR:**

FROM:4/1/2017

TO:3/31/2018

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 Highland Park Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 11 day of January, 2017.

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:	Donna Brightman		
Title:	Executive Director		
Address:	242 South Sixth Street, Highland Park, NJ 08904		
Phone Number:	732-572-4420	Fax Number:	732-985-6485
E-mail address	donnabrightman@hotmail.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.hphousing@optimum.net

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

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

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

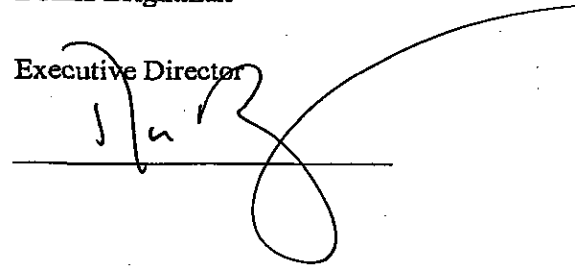
Name of Officer Certifying compliance

Donna Brightman

Title of Officer Certifying compliance

Executive Director

Signature



2017 HOUSING AUTHORITY BUDGET RESOLUTION
Highland Park Housing Authority
(Name)

FISCAL YEAR: FROM: 4/1/2017 TO: 3/31/2018

WHEREAS, the Annual Budget and Capital Budget for the Highland Park Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the governing body of the Highland Park Housing Authority at its open public meeting of January 11, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,439,619, Total Appropriations, including any Accumulated Deficit if any, of \$ 2,451,800 and Total Unrestricted Net Position utilized of 12,181; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$120,503 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

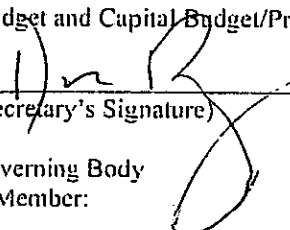
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Highland Park Housing Authority, at an open public meeting held on January 11, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Highland Park Housing Authority for the fiscal year beginning, 4/1/2017 and ending, 3/31/2018 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 Highland Park Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 8, 2017.



(Secretary's Signature)

1-30-17
(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

2017 ADOPTION CERTIFICATION

Highland Park Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** 4/1/2017 **TO:** 3/31/2018

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 Highland Park Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 12 day of, July, 2017.

Officer's Signature:			
Name:	Donna Brightman		
Title:	Executive Director		
Address:	242 S. 6 th Avenue Highland Park , NJ		
Phone Number:	732-572-4420	Fax Number:	732-985-6485
E-mail address	donnabrightman@hotmail.com		

RESOLUTION #2017-39

2017 ADOPTED BUDGET RESOLUTION
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
FISCAL YEAR: FROM: 4/1/17 TO: 3/31/18

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the Borough of Highland Park, New Jersey, for the fiscal year beginning April 1, 2017 and ending, March 31, 2018 has been presented for adoption before the governing body of the Housing Authority of the Borough of Highland Park at its open public meeting of July 12, 2017; 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 \$2,439,619, Total Appropriations, including any Accumulated Deficit, if any, of \$2,451,800 and Total Unrestricted Net Position utilized of \$12,181; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$120,503 and Total Unrestricted Net Position planned to be utilized of \$ 0 ; and

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Housing Authority of the Borough of Highland Park, at an open public meeting held on July 12, 2017 that the Annual Budget and Capital Budget/Program of the Housing authority of the borough of Highland Park for the fiscal year beginning, April 1, 2017 and, ending, March 31, 2018 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.

Motion to adopt Resolution #2017-39 moved by Commissioner Rainwater and seconded by Commissioner Reh and upon roll call, the vote was as follows:

ROLL CALL:	Chudnick Martinez Methven Monk Rainwater Reh Sedehi
AYES:	Methven Monk Rainwater Reh Sedehi
NAYS:	None
Abstain:	None
Absent:	Chudnick Martinez

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular Meeting of July 12, 2017.


Donna F. Brightman
Donna F. Brightman Secretary

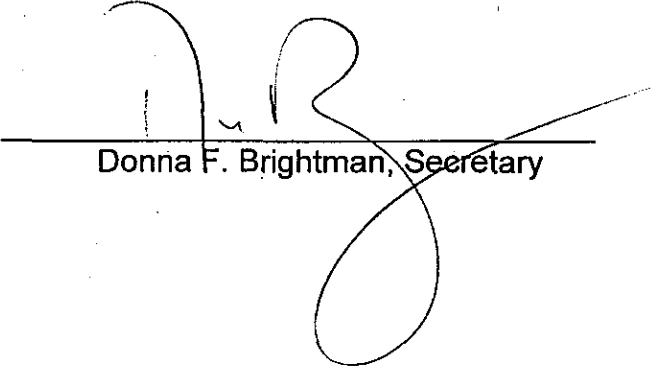
RESOLUTION #2017-3

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK BUDGET RESOLUTION
FOR FISCAL YEAR APRIL 1, 2017 TO MARCH 31, 2018
(INTRODUCING STATE BUDGET including Capital Budget)**

Motion to adopt Resolution #2017-3 moved by Commissioner Sedehi and seconded by Commissioner Martinez and upon roll call, the vote was as follows:

ROLL CALL: Chudnick Hersh Martinez Monk Reh Sedehi
AYES: Chudnick Hersh Martinez Monk Reh Sedehi
NAYS: None
Abstain: None
Absent: None

I hereby certify that the above Resolution #2017-3 is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular Meeting of January 11, 2017.



Donna F. Brightman, Secretary

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Highland Park Housing Authority (Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:4/1/2017

TO:3/31/2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). **The proposed budget includes lower projected funding from HUD for public housing operating subsidy based on lower budgeted utility costs. Excess utility income from tenants is expected to be lower based on the amount of tenants that participate in the program. Funding from HUD for the housing choice voucher program is expected to be higher based on anticipated higher rental payments to landlords principally based on the additional leasing up of available vouchers. In expenses, administrative salaries are expected to be higher as p\time staff is needed for additional time. Utility costs based on formula and rate are budgeted as lower and rents to landlords are anticipated to be higher based on additional leasing of available vouchers.**
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.
The majority of Authority's revenue is generated by formula. Individual tenant charges is based on their income and not the budgeted needs.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
The local economy is stable and not expected to impact the budget.
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. **To provide for lower budgeted rental income due at apartment turnover and anticipated funding from HUD at a proration of less than 100%.**
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
None.
6. The proposed budget must not reflect an anticipated deficit from 2017 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68). The Authority's accumulated deficit is solely based on accounting for OPEB and GASB # 68, noncash expenses. The actual budgeted deficit for the proposed year as budgeted is \$ 18,681.**

HOUSING AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Highland Park Housing Authority		
Federal ID Number:	22-6016703		
Address:	242 South Sixth Avenue		
City, State, Zip:	Highland Park	NJ	08904
Phone: (ext.)	732-572-4420	Fax:	732-985-6485

Preparer's Name:	William Katchen, CPA		
Preparer's Address:	Suite 303, 596 Anderson Avenue		
City, State, Zip:	Cliffside Park	NJ	07010
Phone: (ext.)	201-943-4449	Fax:	201-943-5099
E-mail:	bill@katchencpa.com		

Chief Executive Officer:	Donna Brightman		
Phone: (ext.)	732-572-4420	Fax:	732-985-6485
E-mail:	donnabrightman@hotmail.com		

Chief Financial Officer:	Kathi DiTomasso		
Phone: (ext.)	732-634-2750 x104	Fax:	732-222-1809
E-mail:	Kdwha10@aol.com		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Highland Park Housing Authority

(Name)

FISCAL
YEAR:

FROM:4/1/2017

TO:3/31/2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 8
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$162,049
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 7
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? **(Checked to see if individuals actually filed at http://fds.state.nj.us/njdca_prod/fdssearch.aspx before answering)** Yes *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee?
No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?
No

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

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

- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

Highland Park Housing Authority

(Name)

**FISCAL
YEAR:**

FROM:4/1/2017

TO:3/31/2018

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

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

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

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

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

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

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

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

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

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

Schedule of Health Benefits - Detailed Cost Analysis

Highland Park Housing Authority
 For the Period April 1, 2017 to March 31, 2018

	# of Covered Members (Medical & Rx) Proposed Budget	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)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	\$ 12,229	\$ 12,229	1	\$ 11,873	\$ 11,873	\$ 356	3.0%
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	1	21,891	21,891	1	21,253	21,253	638	3.0%
Family	1	34,120	34,120	1	33,126	33,126	994	3.0%
Employee Cost Sharing Contribution (enter as negative -)			(10,010)			(9,710)	(300)	3.1%
Subtotal	3	58,230	58,230	3	56,542	56,542	1,688	3.0%
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	-	-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	1	13,360	13,360	1	12,971	12,971	389	3.0%
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	1	13,360	13,360	1	12,971	12,971	389	3.0%
GRAND TOTAL	4	\$ 71,590	\$ 71,590	4	\$ 69,513	\$ 69,513	\$ 2,077	3.0%

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

Highland Park Housing Authority

For the Period

April 1, 2017

to

March 31, 2018

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved	Labor Agreement	Resolution	Individual Employment Agreement
See Attached	\$ 16,758	16,758	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total liability for accumulated compensated absences at beginning of current year	\$	16,758				

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

HIGHLAND PARK
 COMPENSATED ABSENCES
 3/31/2016

HIGHLAND PARK				SICK DAYS @ 50%	DAILY RATE	TOTAL	PMA	SS	FICA PMA	FICA SS	TOTAL PMA COMPENSATED ABS	TOTAL SS COMPE/STATE D ABS
3/1/2016												
JEFFREY MAROER	VAC		21.43	\$ 129.50	3,165.00	3,165.00		242.18	-	-	3,407.18	-
	SICK		8.34	\$ 129.50	1,080.71	1,080.71		87.87	-	-	1,168.58	-
LAUREN ADAMS	VAC		48.31	\$ 153.45	7,401.38	5,777.47	1,323.89	441.88	101.60	-	6,219.45	1,410.55
	SICK		11.5	\$ 153.45	1,754.70	1,434.70	310.00	100.75	25.24	-	1,544.25	355.24
JOE THURSTON	VAC		8.83	211.54	1,867.89	1,867.89		142.89	-	-	2,010.78	-
	SICK		3.75	211.54	793.23	793.23		64.50	-	-	857.73	-
					13,507.01	13,504.20	1,638.89	1,663.05	126.00	-	14,472.17	1,785.79
									3/31/2015		10,833.10	3,034.87
									CUS PAYING			
									adjustment		4,138.07	(1,210.28)

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Highland Park Housing Authority
 For the Period April 1, 2017 to March 31, 2018

	FY 2017 Proposed Budget				FY 2016 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs			
REVENUES							
Total Operating Revenues	\$ 946,789	\$ -	\$ 1,490,000	\$ -	\$ 2,436,789	\$ 66,837	2.8%
Total Non-Operating Revenues	1,830	-	1,000	-	2,830	-	0.0%
Total Anticipated Revenues	948,619	-	1,491,000	-	2,439,619	66,837	2.8%
APPROPRIATIONS							
Total Administration	269,170	-	142,510	-	411,680	9,180	2.3%
Total Cost of Providing Services	689,120	-	1,351,000	-	2,040,120	76,490	3.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	958,290	-	1,493,510	-	2,451,800	85,670	3.6%
Total Interest Payments on Debt	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	958,290	-	1,493,510	-	2,451,800	85,670	3.6%
Less: Total Unrestricted Net Position Utilized	9,671	-	2,510	-	12,181	12,181	#DIV/0!
Net Total Appropriations	948,619	-	1,491,000	-	2,439,619	73,489	3.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ 6,652	\$ (6,652)	-100.0%

Revenue Schedule

Highland Park Housing Authority

For the Period

April 1, 2017

to

March 31, 2018

FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total-All Operations	Total-All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
OPERATING REVENUES										
<i>Rental Fees</i>										
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -			#DIV/0!
Dwelling Rental	554440				554,440	560,630	(6,190)			-1.1%
Excess Utilities	25500				25,500	29,200	(3,700)			-12.7%
Non-Dwelling Rental					-	-	-			#DIV/0!
HUD Operating Subsidy	331449				331,449	367,122	(35,673)			-9.7%
New Construction - Acc Section 8					-	-	-			#DIV/0!
Voucher - Acc Housing Voucher			1485000		1,485,000	1,375,000	110,000			8.0%
Total Rental Fees	911,389		1,485,000		2,396,389	2,331,952	64,437			2.8%
<i>Other Operating Revenues (List)</i>										
CFP, Late Chgs., Misc.	35400				35,400	33,000	2,400			7.3%
Port In Fees			5000		5,000	5,000	-			0.0%
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!
Type in (Grant, Other Rev)					-	-	-			#DIV/0!
Type in (Grant, Other Rev)					-	-	-			#DIV/0!
Total Other Revenue	35,400		5,000		40,400	38,000	2,400			6.3%
Total Operating Revenues	946,789		1,490,000		2,436,789	2,369,952	66,837			2.8%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Type in					-	-	-			#DIV/0!
Type in					-	-	-			#DIV/0!
Type in					-	-	-			#DIV/0!
Type in					-	-	-			#DIV/0!
Type in					-	-	-			#DIV/0!
Total Other Non-Operating Revenue					-	-	-			#DIV/0!
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	1,830		1,000		2,830	2,830	-			0.0%
Penalties					-	-	-			#DIV/0!
Other					-	-	-			#DIV/0!
Total Interest	1,830		1,000		2,830	2,830	-			0.0%
Total Non-Operating Revenues	1,830		1,000		2,830	2,830	-			0.0%
TOTAL ANTICIPATED REVENUES	\$ 948,619		\$ 1,491,000		\$ 2,439,619	\$ 2,372,782	\$ 66,837			2.8%

Prior Year Adopted Revenue Schedule

Highland Park Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	560,630				560,630
Excess Utilities	29,200				29,200
Non-Dwelling Rental					-
HUD Operating Subsidy	367,122				367,122
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			1,375,000		1,375,000
Total Rental Fees	956,952	-	1,375,000	-	2,331,952
<i>Other Revenue (List)</i>					
CFP, Late Charges, Misc.	33000				33,000
Port In Fees			5,000		5,000
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)					-
Total Other Revenue	33,000	-	5,000	-	38,000
Total Operating Revenues	989,952	-	1,380,000	-	2,369,952
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	1,830		1,000		2,830
Penalties					-
Other					-
Total Interest	1,830	-	1,000	-	2,830
Total Non-Operating Revenues	1,830	-	1,000	-	2,830
TOTAL ANTICIPATED REVENUES	\$ 991,782	\$ -	\$ 1,381,000	\$ -	\$ 2,372,782

Appropriations Schedule

Highland Park Housing Authority
 For the Period April 1, 2017 to March 31, 2018

FY 2017 Proposed Budget

					FY 2016 Adopted Budget		\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	31,020		31,010		\$ 62,030	\$ 53,100	\$ 8,930	16.8%
Fringe Benefits	15,750		17,500		33,250	33,000	250	0.8%
Legal	10,000		5,000		15,000	15,000	-	0.0%
Staff Training	6,000		2,000		8,000	8,000	-	0.0%
Travel	2,000		2,000		4,000	4,000	-	0.0%
Accounting Fees	16,800		4,200		21,000	21,000	-	0.0%
Auditing Fees	5,000		2,000		7,000	7,000	-	0.0%
Miscellaneous Administration*	182,600		78,800		261,400	261,400	-	0.0%
Total Administration	269,170		142,510		411,680	402,500	9,180	2.3%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	88,640				88,640	87,360	1,280	1.5%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	14,580				14,580	14,000	580	4.1%
Fringe Benefits	74,660				74,660	81,910	(7,250)	-8.9%
Tenant Services	4,100				4,100	4,100	-	0.0%
Utilities	292,340				292,340	323,530	(31,190)	-9.6%
Maintenance & Operation	140,000				140,000	140,000	-	0.0%
Protective Services					-	-	-	#DIV/0!
Insurance	34,000		1,000		35,000	34,000	1,000	2.9%
Payment in Lieu of Taxes (PILOT)	27,300				27,300	25,230	2,070	8.2%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	5,000				5,000	5,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents			1,350,000		1,350,000	1,240,000	110,000	8.9%
<i>Extraordinary Maintenance</i>					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	8,500				8,500	8,500	-	0.0%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	689,120		1,351,000		2,040,120	1,963,630	76,490	3.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	958,290		1,493,510		2,451,800	2,366,130	85,670	3.6%
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	958,290		1,493,510		2,451,800	2,366,130	85,670	3.6%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	958,290		1,493,510		2,451,800	2,366,130	85,670	3.6%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other	9,671		2,510		12,181	-	12,181	#DIV/0!
Total Unrestricted Net Position Utilized	9,671		2,510		12,181		12,181	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 948,619		\$ 1,491,000		\$ 2,439,619	\$ 2,366,130	\$ 73,489	3.1%

* 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 \$ 47,914.50 \$ \$ 74,675.50 \$ \$ 122,590.00

Prior Year Adopted Appropriations Schedule

Highland Park Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 30,550		\$ 22,550		\$ 53,100
Fringe Benefits	15,500		17,500		33,000
Legal	10,000		5,000		15,000
Staff Training	6,000		2,000		8,000
Travel	2,000		2,000		4,000
Accounting Fees	16,800		4,200		21,000
Auditing Fees	5,000		2,000		7,000
Miscellaneous Administration*	182,600		78,800		261,400
Total Administration	268,450		134,050		402,500
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	87,360				87,360
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	14,000				14,000
Fringe Benefits	81,910				81,910
Tenant Services	4,100				4,100
Utilities	323,530				323,530
Maintenance & Operation	140,000				140,000
Protective Services					-
Insurance	34,000				34,000
Payment in Lieu of Taxes (PILOT)	25,230				25,230
Terminal Leave Payments					-
Collection Losses	5,000				5,000
Other General Expense					-
Rents			1,240,000		1,240,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	8,500				8,500
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	723,630		1,240,000		1,963,630
Total Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	992,080		1,374,050		2,366,130
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					-
TOTAL APPROPRIATIONS	992,080		1,374,050		2,366,130
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	992,080		1,374,050		2,366,130
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other	298		(298)		-
Total Unrestricted Net Position Utilized	298		(298)		-
TOTAL NET APPROPRIATIONS	\$ 991,782		\$ 1,374,348		\$ 2,366,130

* 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	\$ 49,604.00	-	\$ 68,702.50	-	\$ 118,306.50
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