

RESOLUTION #2020-05

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK BUDGET RESOLUTION
FOR FISCAL YEAR APRIL 1, 2020 TO MARCH 31, 2021
(INTRODUCING STATE BUDGET including Capital Budget)**

Motion to adopt Resolution #2020-05 moved by Commissioner Rainwater and seconded by Commissioner Chudnick and upon roll call, the vote was as follows:

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

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 Rescheduled Meeting of January 22, 2020.



Donna F. Brightman, Secretary

Approved as to legal form by
Terrence Corrison, Esq.

2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION

HIGHLAND PARK HOUSING AUTHORITY
(Name)

FISCAL YEAR: FROM: 4/1/2020 TO: 3/31/2021

WHEREAS, the Annual Budget and Capital Budget for the Highland Park Housing Authority for the fiscal year beginning, April 1, 2020 and ending, March 31, 2021 has been presented before the governing body of the Highland Park Housing Authority at its open public meeting of January 22, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,757,638, Total Appropriations, including any Accumulated Deficit if any, of \$ 2,723,547 and Total Unrestricted Net Position utilized of 0; and

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

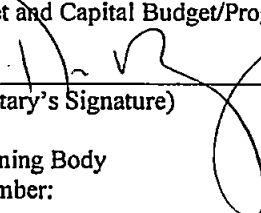
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 22, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Highland Park Housing Authority for the fiscal year beginning, 4/1/2020 and ending, 3/31/2021 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Highland Park Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 18, 2020.



(Secretary's Signature)

1-22-20
(Date)

Governing Body Member:	Recorded Vote Aye Nay Abstain Absent
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Note Fill in the name of Each Commissioner and indicate their recorded Vote

Authority Budget of:

Highland Park Housing Authority

State Filing Year 2020

For the Period:

April 1, 2020 to March 31, 2021

highlandparkhousing.org

Authority Web Address



Division of Local Government Services

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

HIGHLAND PARK HOUSING AUTHORITY

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2020 TO March 31, 2021

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ 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: _____

2020 (2020-2021) PREPARER'S CERTIFICATION

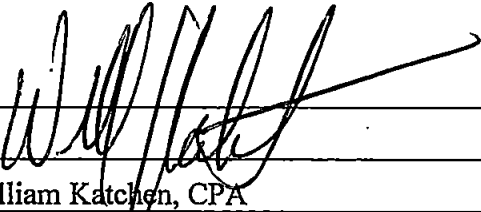
HIGHLAND PARK HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2020 TO:3/31/2021

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

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

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

2020 (2020-2021) APPROVAL CERTIFICATION

HIGHLAND PARK HOUSING AUTHORITY

(Name)

HOUSING AUTHORITY BUDGET

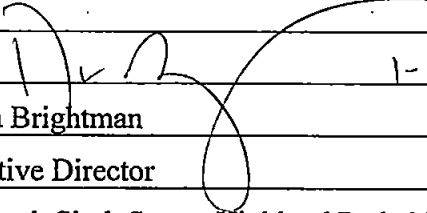
FISCAL
YEAR:

FROM:4/1/2020

TO:3/31/2021

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Highland Park Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 22 day of January, 2020.

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

Officer's Signature:	 1-22-20		
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:	highlandparkhousing.org
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

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

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

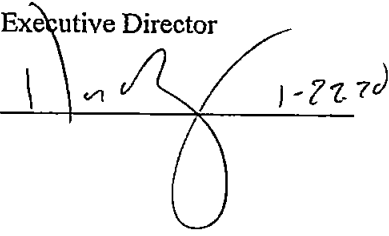
Name of Officer Certifying compliance

Donna Brightman

Title of Officer Certifying compliance

Executive Director

Signature



2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2020(2020-2021) HOUSING AUTHORITY BUDGET
MESSAGE & ANALYSIS
HIGHLAND PARK HOUSING AUTHORITY
(Name)**

AUTHORITY BUDGET

**FISCAL
YEAR:**

FROM:4/1/2020

TO:3/31/2021

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

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

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. Example would be effect on a recession in the economy on the housing Authority The local economy is stable and not expected to have an impact on the proposed budget.

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. It is not anticipated that unrestricted net position will be utilized.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.).
None, except for the annual PILOT.

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

(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).

HIGHLAND PARK HOUSING AUTHORITY

2020 NEW JERSEY BUDGET

PAGE N-1, QUESTION 1

Revenue:

- 1.) Dwelling rents are lower as Kronman as been converted to RAD and private ownership utilizing low income housing tax credits resulting in removal of revenue on the proposed budget.
- 2.) Excess utility income is no longer applicable with the RAD conversion.
- 3.) HUD operating subsidy (HAP) only applies to Park Terrace as Kronman has been removed.
- 4.) Voucher revenue is higher to provide for total RAD conversion of all public housing units.
- 5.) Laundry and Misc. income is budgeted lower to only provide for Park Terrace activity.
- 6.) Port In Fees are lower as units are absorbed by the Authority.

Appropriations:

- 1.) Legal, staff training, travel accounting and misc. administration are budgeted lower as Kronman costs have been removed as a result of the conversion to private ownership.
- 2.) Maintenance labor is higher to provide for allocation of utility labor.
- 3.) Utility labor has been moved to the maintenance labor line item.
- 4.) Utilities are lower to only provide for Park Terrace.
- 5.) Maintenance and operation costs are lower to only provide for Park Terrace.
- 6.) PILOT is lower to only provide for Park Terrace.
- 7.) Insurance is lower to only provide for Park Terrace.
- 8.) Rents are budgeted higher to provide for complete RAD conversion.

HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

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

Name of Authority:	Highland Park Housing Authority		
Federal ID Number:	22-6016703		
Address:	242 S. 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:	596 Anderson Avenue, Suite 303		
City, State, Zip:	Cliffside Park	NJ	07010
Phone: (ext.)	201-943-4449	Fax:	201-943-5099
E-mail:	bill@katchencpa.com		

Chief Executive Officer:(1)	Donna Brightman		
(1)Or person who performs these functions under another Title			
Phone: (ext.)	732-572-4420	Fax:	732-985-6485
E-mail:	donnabrightman@hotmail.com		

Chief Financial Officer(1)	Kathi DiTomaso		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	732-634-2750 x104	Fax:	732-222-1809
E-mail:	kditomaso@woodbridgehousingauthority.org		

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:4/1/2020 TO:3/31/2021

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) 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 as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: \$ 150,738.
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authorities procedures for all individuals listed on Page N-4 (2 of 2). Board review and action.*

- 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?
- First class or charter travel No
 - Travel for companions No
 - Tax indemnification and gross-up payments No
 - Discretionary spending account No
 - Housing allowance or residence for personal use No
 - Payments for business use of personal residence No
 - Vehicle/auto allowance or vehicle for personal use No
 - Health or social club dues or initiation fees No
 - 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. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

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

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS.
HIGHLAND PARK HOUSING AUTHORITY
(Name)**

FISCAL YEAR: FROM:4/1/2020 TO:3/31/2021

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

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

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

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

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

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

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

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

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

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

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

Highland Park Housing Authority

For the Period April 1, 2020 to March 31, 2021

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/1099)		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend									
1	Raysa Martinez Kruger	Chairperson	X							\$ -	- State of New Jersey	Principal Research Analyst		\$ 94,180	\$ 31,079	\$ 125,259	
2	William Rahnwater	Vice Chairperson	X							0	NJPERS	Retired		102,240		102,240	
3	Steve Chudnick	Commissioner	X							0	Brookdale Community College	Library Director		81,529	26,905	108,434	
4	Regis Methven	Commissioner	X							0	None					0	
5	Ruby Hope	Commissioner	X							0	None					0	
6	Diane Reh	Commissioner	X							0	NJPERS	Retired		69,793		69,793	
7	Evelyn Sedehi	Commissioner	X							0	NJPERS	Retired		16,071		16,071	
8	Donna Brightman	Executive Director		X			0			0	Woodbridge Housing Authority	Executive Director		159,302	31,860	191,162	
9										0						0	
10										0						0	
11										0						0	
12										0						0	
13										0						0	
14										0						0	
15										0						0	
Total:							\$ -	\$ -	\$ -	\$ -				\$ 523,115	\$ 89,844	\$ 612,959	

(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

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

Highland Park Housing Authority
For the Period April 1, 2020 to 3/31/2021

	# 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	2	\$ 11,544	\$ 23,088	2	\$ 12,099	\$ 24,198	\$ (1,110)	-4.6%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family	1	33,206	33,206	1	33,755	33,755	(549)	-1.6%
Employee Cost Sharing Contribution (enter as negative -)			(5,973)			(6,650)	677	-10.2%
Subtotal	3		50,321	3		51,303	(982)	-1.9%
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	7,910	7,910	1	12,860	12,860	(4,950)	-38.5%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	1		7,910	1		12,860	(4,950)	-38.5%
GRAND TOTAL	4		\$ 58,231	4		\$ 64,163	\$ (5,932)	-9.2%

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

Yes	Yes or No
Yes	Yes or 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, 2020 to 3/31/2021

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
Listing Attached		\$ 14,948		X
Total liability for accumulated compensated absences at beginning of current year		\$ <u>14,948</u>		

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

Schedule of Shared Service Agreements

Highland Park Housing Authority

For the Period

April 1, 2020

to

3/31/2021

If No Shared Services X this Box

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Woodbridge Housing Authority	Highland Park Housing Authority	Executive Director, Maintenance and Administration				\$ 225,292

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Highland Park Housing Authority
 For the Period April 1, 2020 to 3/31/2021

	FY 2020 Proposed Budget					FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ 283,338	\$ -	\$ 2,300,000	\$ 172,460	\$ 2,755,798	\$ 2,516,747	\$ 239,051	9.5%
Total Non-Operating Revenues	1,840	-	-	-	1,840	2,830	(990)	-35.0%
Total Anticipated Revenues	285,178	-	2,300,000	172,460	2,757,638	2,519,577	238,061	9.4%
APPROPRIATIONS								
Total Administration	76,980	-	164,830	34,460	276,270	-	276,270	#DIV/0!
Total Cost of Providing Services	157,920	-	2,102,250	138,000	2,398,170	-	2,398,170	#DIV/0!
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	8,786	8,237	549	6.7%
Total Operating Appropriations	234,900	-	2,267,080	172,460	2,683,226	8,237	2,674,989	32475.3%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	29,491	30,040	(549)	-1.8%
Total Other Non-Operating Appropriations	10,830	-	-	-	10,830	-	10,830	#DIV/0!
Total Non-Operating Appropriations	10,830	-	-	-	40,321	30,040	10,281	34.2%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	245,730	-	2,267,080	172,460	2,723,547	38,277	2,685,270	7015.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	245,730	-	2,267,080	172,460	2,723,547	38,277	2,685,270	7015.4%
ANTICIPATED SURPLUS (DEFICIT)	\$ 39,448	\$ -	\$ 32,920	\$ -	\$ 34,091	\$ 2,481,300	\$ (2,447,209)	-98.6%

Revenue Schedule

Highland Park Housing Authority
 For the Period April 1, 2020 to 3/31/2021

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	101,490			101,490	553,860	(452,370)	-81.7%	
Excess Utilities				-	20,450	(20,450)	-100.0%	
Non-Dwelling Rental	8,400			8,400	-	8,400	#DIV/0!	
HUD Operating Subsidy	171,948			171,948	472,037	(300,089)	-63.6%	
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			2,300,000	-	-	-	#DIV/0!	
Total Rental Fees	281,838	-	2,300,000	-	2,581,838	2,496,347	85,491	3.4%
<i>Other Operating Revenues (List)</i>								
Laundry and Misc. income	1,500			1,500	15,400	(13,900)	-90.3%	
Port In Fees				-	5,000	(5,000)	-100.0%	
Charges to Other Programs			172,460	172,460	-	172,460	#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!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Total Other Revenue	1,500	-	-	172,460	173,960	20,400	153,560	752.7%
Total Operating Revenues	283,338	-	2,300,000	172,460	2,755,798	2,516,747	239,051	9.5%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Total Other Non-Operating Revenue				-	-	-	#DIV/0!	
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	1,840			1,840	2,830	(990)	-35.0%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	1,840	-	-	1,840	2,830	(990)	-35.0%	
Total Non-Operating Revenues	1,840	-	-	1,840	2,830	(990)	-35.0%	
TOTAL ANTICIPATED REVENUES	\$ 285,178	\$ -	\$ 2,300,000	\$ 172,460	\$ 2,757,638	\$ 2,519,577	\$ 238,061	9.4%

Prior Year Adopted Revenue Schedule

Highland Park Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	553,860				553,860
Excess Utilities	20,450				20,450
Non-Dwelling Rental					-
HUD Operating Subsidy	472,037				472,037
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			1,450,000		1,450,000
Total Rental Fees	1,046,347	-	1,450,000	-	2,496,347
<i>Other Revenue (List)</i>					
CFP, late Charges, misc.	15,400				15,400
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)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	15,400	-	5,000	-	20,400
Total Operating Revenues	1,061,747	-	1,455,000	-	2,516,747
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	\$ 1,063,577	\$ -	\$ 1,456,000	\$ -	\$ 2,519,577

Appropriations Schedule

Highland Park Housing Authority
 For the Period April 1, 2020 to 3/31/2021

	FY 2020 Proposed Budget				Total All Operations	Total All Operations	Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs					
OPERATING APPROPRIATIONS									
<i>Administration</i>									
Salary & Wages	5,150		39,930	21,460	\$ 66,540	\$ 64,700	\$ 1,840		2.8%
Fringe Benefits	3,430		25,000	13,000	41,430	38,700	2,730		7.1%
Legal	2,000		5,000		7,000	15,000	(8,000)		-53.3%
Staff Training	1,600		2,000		3,600	8,000	(4,400)		-55.0%
Travel	800		2,000		2,800	4,000	(1,200)		-30.0%
Accounting Fees	7,500		10,000		17,500	21,000	(3,500)		-16.7%
Auditing Fees	5,100		2,100		7,200	7,200	-		0.0%
Miscellaneous Administration*	51,400		78,800		130,200	261,400	(131,200)		-50.2%
Total Administration	76,980		164,830	34,460	276,270	420,000	(143,730)		-34.2%
<i>Cost of Providing Services</i>									
Salary & Wages - Tenant Services				86,000	-	-	-		#DIV/0!
Salary & Wages - Maintenance & Operation	21,200				107,200	91,500	15,700		17.2%
Salary & Wages - Protective Services					-	-	-		#DIV/0!
Salary & Wages - Utility Labor					-	13,700	(13,700)		-100.0%
Fringe Benefits	13,740			52,000	65,740	74,970	(9,230)		-12.3%
Tenant Services	4,100				4,100	4,100	-		0.0%
Utilities	57,200				57,200	271,530	(214,330)		-78.9%
Maintenance & Operation	30,000				30,000	130,000	(100,000)		-76.9%
Protective Services					-	-	-		#DIV/0!
Insurance	13,750		2,250		16,000	51,000	(35,000)		-68.6%
Payment in Lieu of Taxes (PILOT)	4,430				4,430	28,910	(24,480)		-84.7%
Terminal Leave Payments					-	-	-		#DIV/0!
Collection Losses	5,000				5,000	5,000	-		0.0%
Other General Expense					-	-	-		#DIV/0!
Rents			2,100,000		2,100,000	1,350,000	750,000		55.6%
Extraordinary Maintenance					-	-	-		#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	157,920		2,102,250	138,000	2,398,170	2,029,210	368,960		18.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	8,786	8,237	549		6.7%
Total Operating Appropriations	234,900		2,267,080	172,460	2,683,226	2,457,447	225,779		9.2%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	29,491	30,040	(549)		-1.8%
Operations & Maintenance Reserve					-	-	-		#DIV/0!
Renewal & Replacement Reserve	10,830				10,830	10,560	270		2.6%
Municipality/County Appropriation					-	-	-		#DIV/0!
Other Reserves					-	-	-		#DIV/0!
Total Non-Operating Appropriations	10,830				40,321	40,600	(279)		-0.7%
TOTAL APPROPRIATIONS	245,730		2,267,080	172,460	2,723,547	2,498,047	225,500		9.0%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	245,730		2,267,080	172,460	2,723,547	2,498,047	225,500		9.0%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation					-	-	-		#DIV/0!
Other					-	-	-		#DIV/0!
Total Unrestricted Net Position Utilized					-	-	-		#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 245,730	\$ -	\$ 2,267,080	\$ 172,460	\$ 2,723,547	\$ 2,498,047	\$ 225,500		9.0%

* 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 \$ 11,745.00 \$ - \$ 113,354.00 \$ 8,623.00 \$ 134,161.30

Prior Year Adopted Appropriations Schedule

Highland Park Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 25,880		\$ 38,820		\$ 64,700
Fringe Benefits	18,800		19,900		38,700
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	5,100		2,100		7,200
Miscellaneous Administration*	182,600		78,800		261,400
Total Administration	267,180	-	152,820	-	420,000
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	91,500				91,500
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	13,700				13,700
Fringe Benefits	74,970				74,970
Tenant Services	4,100				4,100
Utilities	271,530				271,530
Maintenance & Operation	130,000				130,000
Protective Services					-
Insurance	49,000		2,000		51,000
Payment in Lieu of Taxes (PILOT)	28,910				28,910
Terminal Leave Payments					-
Collection Losses	5,000				5,000
Other General Expense					-
Rents			1,350,000		1,350,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	8,500				8,500
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	677,210	-	1,352,000	-	2,029,210
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	8,237
Total Operating Appropriations	944,390	-	1,504,820	-	2,457,447
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	30,040
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	10,560				10,560
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	10,560	-	-	-	40,600
TOTAL APPROPRIATIONS	954,950	-	1,504,820	-	2,498,047
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	954,950	-	1,504,820	-	2,498,047
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 954,950	\$ -	\$ 1,504,820	\$ -	\$ 2,498,047

* 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 \$ 47,219.50 \$ - \$ 75,241.00 \$ - \$ 122,872.35

Debt Service Schedule - Principal

Highland Park Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
RAD Loan	\$ 8,237	\$ 8,786	\$ 9,373	\$ 9,998	\$ 10,665	\$ 11,376	\$ 12,135	\$ 334,759	\$ 397,092
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	8,237	8,786	9,373	9,998	10,665	11,376	12,135	334,759	397,092
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$ 8,237	\$ 8,786	\$ 9,373	\$ 9,998	\$ 10,665	\$ 11,376	\$ 12,135	\$ 334,759	\$ 397,092

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	<u>Moody's</u>	<u>Fitch</u>	<u>Standard & Poors</u>
Bond Rating	N/A	N/A	N/A
Year of Last Rating	_____	_____	_____
If no Rating type in Not Applicable			

Debt Service Schedule - Interest

Highland Park Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2019	Proposed Budget Year 2020	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2021	2022	2023	2024	2025		
RAD Loan	30,040	29,491	28,904	28,279	27,612	26,901	26,142	263,178	430,507
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	30,040	29,491	28,904	28,279	27,612	26,901	26,142	263,178	430,507
LESS: HUD SUBSIDY									-
NET INTEREST	\$ 30,040	\$ 29,491	\$ 28,904	\$ 28,279	\$ 27,612	\$ 26,901	\$ 26,142	\$ 263,178	\$ 430,507

Net Position Reconciliation

Highland Park Housing Authority

For the Period

April 1, 2020

to

3/31/2021

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,723,576	\$ -	\$ (85,632)	\$ -	\$ 1,637,944
Less: Invested in Capital Assets, Net of Related Debt (1)	1,661,926				1,661,926
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	182,962		97,979		280,941
Total Unrestricted Net Position (1)	(121,312)	-	(183,611)	-	(304,923)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	351,537		72,101		423,638
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	554,171		184,498		738,669
Plus: Estimated Income (Loss) on Current Year Operations (2)	(775,650)		(48,820)		(824,470)
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	8,746	-	24,168	-	32,914
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 8,746	\$ -	\$ 24,168	\$ -	\$ 32,914

(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 \$ 11,745 \$ - \$ 113,354 \$ 8,623 \$ 134,161

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

2020 (2020-2021)
HIGHLAND PARK
HOUSING
AUTHORITY
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

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

HIGHLAND PARK HOUSING AUTHORITY
(Name)

FISCAL YEAR: FROM: 4/1/2020 TO: 3/31/2021

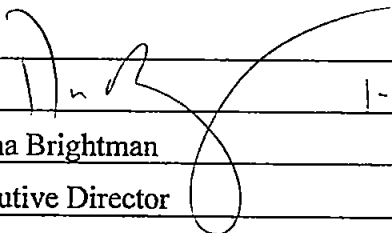
enter X to the left if this paragraph is applicable

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

OR

enter X to the left if this paragraph is applicable

It is hereby certified that the governing body of the Highland Park Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): identified capital improvements have been completed with borrowed funds at the RAD conversion date.

Officer's Signature:	 1-22-20		
Name:	Donna Brightman		
Title:	Executive Director		
Address:	242 S. 6 th Avenue, Highland Park, NJ 08904		
Phone Number:	732-572-4420	Fax Number:	732-985-6485
E-mail address	<u>donnabrightman@hotmail.com</u>		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Highland Park Housing Authority (Name)

FISCAL
YEAR:

FROM:4/1/2020

TO:3/31/2021

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?
3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)
5. Have the current capital projects been reviewed and approved by HUD?

Add additional sheets if necessary.

Proposed Capital Budget

Highland Park Housing Authority
 For the Period April 1, 2020 to 3/341/2021

		<i>Funding Sources</i>				
Estimated Total Cost		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Highland Park Housing Authority
 For the Period April 1, 2020 to 3/31/2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
Public Housing Management							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Highland Park Housing Authority

For the Period April 1, 2020 to 3/341/2021

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Type in Description	\$ -				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<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	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ -				
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.