

**RESOLUTION #2021-3**

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK BUDGET RESOLUTION  
FOR FISCAL YEAR APRIL 1, 2021 TO MARCH 31, 2022  
(INTRODUCING STATE BUDGET)**

Motion to adopt Resolution #2021-3 moved by Commissioner \_\_\_\_\_ and seconded by  
Commissioner \_\_\_\_\_ and upon roll call, the vote was as follows:

ROLL CALL: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES:

NAYS:

Abstain:

Absent:

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 scheduled Meeting of January 14, 2021.

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Donna F. Brightman, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.

**2021 (2021-2022) HOUSING AUTHORITY BUDGET  
RESOLUTION  
HIGHLAND PARK HOUSING AUTHORITY  
(Name)**

**FISCAL YEAR: FROM:4/1/2021 TO:3/31/2022**

WHEREAS, the Annual Budget and Capital Budget for the Highland Park Housing Authority for the fiscal year beginning, April 1, 2021 and ending, March 31, 2022 has been presented before the governing body of the Highland Park Housing Authority at its open public meeting of January 14, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,858,720 , Total Appropriations, including any Accumulated Deficit if any, of \$ 2,813,487 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 14, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Highland Park Housing Authority for the fiscal year beginning, 4/1/2021 and ending, 3/31/2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said 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 11, 2021.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

***Authority Budget of:  
Highland Park Housing Authority***

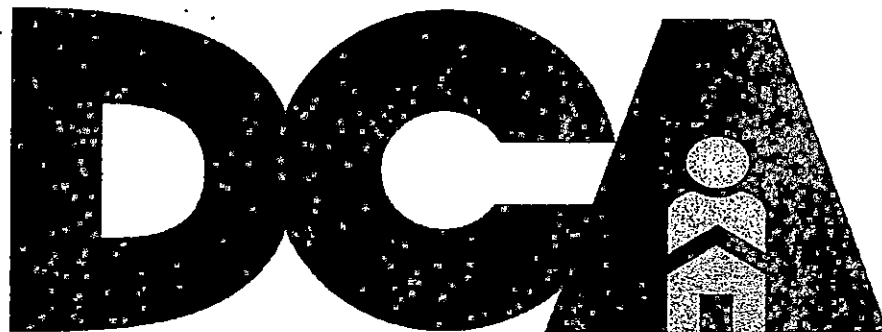
**State Filing Year**                      **2021**

***For the Period:***

***April 1, 2021      to      March 31, 2022***

**[highlandparkhousing.org](http://highlandparkhousing.org)**

**Authority Web Address**



**NJ DEPARTMENT OF  
Community Affairs**

***Division of Local Government Services***

**2021 (2021-2022) HOUSING AUTHORITY BUDGET**

**Certification Section**

2021 (2021-2022)

**HIGHLAND PARK HOUSING AUTHORITY**  
(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM April 1, 2021 TO March 31, 2022

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2021 (2021-2022) PREPARER'S CERTIFICATION

## HIGHLAND PARK HOUSING AUTHORITY

(Name)

### HOUSING AUTHORITY BUDGET

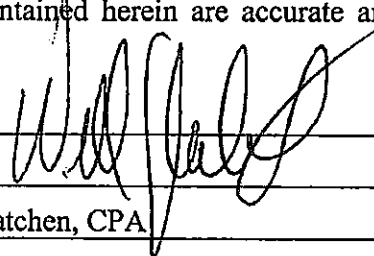
FISCAL  
YEAR:

FROM:4/1/2021

TO:3/31/2022

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		

# 2021 (2021-2022) APPROVAL CERTIFICATION

## HIGHLAND PARK HOUSING AUTHORITY

(Name)

### HOUSING AUTHORITY BUDGET

**FISCAL  
YEAR:**

**FROM:4/1/2021**

**TO:3/31/2022**

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 14 day of January, 2021.

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

Officer's Signature:			
Name:	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

<b>Authority's Web Address:</b>	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 Synopses) 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



**2021 (2021-2022) HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

**2021 (2021-2022) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
HIGHLAND PARK HOUSING AUTHORITY  
(Name)**

**AUTHORITY BUDGET**

**FISCAL  
YEAR:**

**FROM:4/1/2021**

**TO:3/31/2022**

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (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 has been impacted by the pandemic COVID-19. The results are higher HAP payments due to unemployment and increased maintenance due to disinfecting tenant living and common areas.**

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.).

**PILOT only.**

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **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**

**2021 NEW JERSEY BUDGET**

**PAGE N-1, QUESTION 1**

**Revenue:**

- 1.) Dwelling rents are higher based on the current rent roll projected into the next year.
- 2.) Nondwelling rentals have been eliminated and apartments rented to eligible families.
- 3.) HUD operating subsidy (HAP) for Park Terrace based on current year actual results.
- 4.) Laundry and Misc. income is based on projected results of operations.
- 5.) Port In Fees are lower as units are absorbed by the Authority.

**Appropriations:**

- 1.) Legal, staff training, travel, accounting , auditing and misc. administration are budgeted higher to provide for prorations\actual costs to the HCV and Park Terrace apartments.
- 2.) Tenant services reduced to only provide for Park Terrace apartments expected costs.
- 3.) Utilities are lower to only provide for Park Terrace.
- 4.) Maintenance and operation costs are higher to provide for Park Terrace expected results.
- 5.) PILOT is higher based on formula.
- 6.) Insurance is higher based on actual charges by the NJJIF for Park Terrace and the HCV Program.

# HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2021 (2021-2022)

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

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

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

<b>Chief Executive Officer:(1)</b>	Donna Brightman		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	732-572-4420	<b>Fax:</b>	732-985-6485
<b>E-mail:</b>	<a href="mailto:donnabrightman@hotmail.com">donnabrightman@hotmail.com</a>		

<b>Chief Financial Officer(1)</b>	Kathi DiTomasso		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	732-634-2750 x104	<b>Fax:</b>	732-222-1809
<b>E-mail:</b>	<a href="mailto:kditomasso@woodbridgehousingauthority.org">kditomasso@woodbridgehousingauthority.org</a>		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## HIGHLAND PARK HOUSING AUTHORITY

(Name)

FISCAL  
YEAR:

FROM:4/1/2021

TO:3/31/2022

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2019 or 2020**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 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 2019 or 2020**) Transmittal of Wage and Tax Statements: \$142,774
- 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, 2020 or 2021 deadline has passed 2020 or 2021) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? 2- 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 Authority's 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:4/1/2021**

**TO:3/31/2022**

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

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

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

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

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

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

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

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

**Reportable compensation:** (Use the Most Recent W-2 available 2019 or 2020. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 being the most recent calendar year ended).

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

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

Highland Park Housing Authority  
 For the Period April 1, 2021 to March 31, 2022

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)			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	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	Formor	Base Salary/ Stipend	Bonus							
1	Raysa Martinez	Chairperson	X							\$ -	State of NJ	Principal Research Analyst		\$ 94,180	\$ 31,079	\$ 125,259
2	Diane Reh	Commissioner	X							0	NJPERS	Retired		69,793		69,793
3	Evelyn Sedehi	Commissioner	X							0	NJPERS	Retired		16,071		16,071
4	William Rainwater	Commissioner	X							0	NJPERS	Retired		102,240		102,240
5	Ruby Hope	Commissioner	X							0	None					0
6	Regis Mathven	Commissioner	X							0	None					0
7	Jason Postelnik	Commissioner	X							0						0
8	Donna Brightman	Executive Director		X						0	Woodbridge Housing Authority	Executive Director		166,244	33,250	199,494
9										0						0
10										0						0
11										0						0
12										0						0
13										0						0
14										0						0
15										0						0
<b>Total:</b>										\$ -				\$ 448,528	\$ 64,329	\$ 512,857

(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		to						
	For the Period	April 1, 2021			March 31, 2022				
	# 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)	
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	2	\$ 12,038	\$ 24,076	2	\$ 11,544	\$ 23,088	\$ 988	4.3%	
Parent & Child			-			-	-	#DIV/0!	
Employee & Spouse (or Partner)			-			-	-	#DIV/0!	
Family	1	33,585	33,585	1	33,206	33,206	379	1.1%	
Employee Cost Sharing Contribution (enter as negative - )			(6,471)			(5,973)	(498)	8.3%	
<b>Subtotal</b>	<b>3</b>		<b>51,190</b>	<b>3</b>		<b>50,321</b>	<b>869</b>	<b>1.7%</b>	
<b>Commissioners - Health Benefits - Annual Cost</b>									
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!	
<b>Subtotal</b>	<b>0</b>		<b>-</b>	<b>0</b>		<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage			-			-	-	#DIV/0!	
Parent & Child			-			-	-	#DIV/0!	
Employee & Spouse (or Partner)	1	8,908	8,908	1	7,910	7,910	998	12.6%	
Family			-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!	
<b>Subtotal</b>	<b>1</b>		<b>8,908</b>	<b>1</b>		<b>7,910</b>	<b>998</b>	<b>12.6%</b>	
<b>GRAND TOTAL</b>	<b>4</b>		<b>\$ 60,098</b>	<b>4</b>		<b>\$ 58,231</b>	<b>\$ 1,867</b>	<b>3.2%</b>	

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, 2021 to March 31, 2022

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)	
			Approved Labor Agreement	Resolution  Individual Employment Agreement
Listing attached		\$ 19,519		X
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 19,519</b>		

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

HIGHLAND PARK												
COMPENSATED ABSENCES 3/31/2020												
		PER DAY		PER HOUR	HOURS	SICK DAYS @		TOTAL	PHA	VOUCHER	4350	4410
						50%						
L. ADAMS		1,680.69	168.07	VAC	24.01	295	147.5	7,082.91				
			168.07	SICK	24.01	45.5	22.75	546.22				
								7,629.13	3,982.64	3,655.50		
J. MARDER		1,442.00	144.20	VAC	18.03	235		4,235.88				
			144.20	SICK	18.03	94.44	47.22	851.14				
								5,087.02	5,087.02			
J. THURSTON		2,219.23	221.92	VAC	27.74	171		4,743.60				
			221.92	SICK	27.74	48	24	665.76				
								5,409.36	5,409.36			
								18,125.51	14,479.02	3,655.50	-	-
												18,134.52
								7.65%	1,386.60	1,107.64	279.65	-
								3/31/2020	19,512.11	15,586.66	3,935.15	-
												19,521.12
								3/31/2019	14,948.14	12,097.46	2,850.68	
								ADJUSTMENT 3/31/2020	3,489.20	1,084.47		

## Schedule of Shared Service Agreements

Highland Park Housing Authority

For the Period April 1, 2021 to March 31, 2022

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

**2021 (2022) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

## SUMMARY

Highland Park Housing Authority  
 For the Period April 1, 2021 to March 31, 2022

	<b>FY 2021 Proposed Budget</b>					<b>FY 2020 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>								
Total Operating Revenues	\$ 296,120	\$ -	\$ 2,380,000	\$ 180,760	\$ 2,856,880	\$ 2,755,798	\$ 101,082	3.7%
Total Non-Operating Revenues	1,840	-	-	-	1,840	1,840	-	0.0%
Total Anticipated Revenues	297,960	-	2,380,000	180,760	2,858,720	2,757,638	101,082	3.7%
<b>APPROPRIATIONS</b>								
Total Administration	68,790	-	239,150	40,000	347,940	276,270	71,670	25.9%
Total Cost of Providing Services	169,180	-	2,106,500	140,760	2,416,440	2,398,170	18,270	0.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	9,373	8,786	587	6.7%
Total Operating Appropriations	237,970	-	2,345,650	180,760	2,773,753	2,683,226	90,527	3.4%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	28,904	29,491	(587)	-2.0%
Total Other Non-Operating Appropriations	10,830	-	-	-	10,830	10,830	-	0.0%
Total Non-Operating Appropriations	10,830	-	-	-	39,734	40,321	(587)	-1.5%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	248,800	-	2,345,650	180,760	2,813,487	2,723,547	89,940	3.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	248,800	-	2,345,650	180,760	2,813,487	2,723,547	89,940	3.3%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ 49,160</b>	<b>\$ -</b>	<b>\$ 34,350</b>	<b>\$ -</b>	<b>\$ 45,233</b>	<b>\$ 34,091</b>	<b>\$ 11,142</b>	<b>32.7%</b>

## Revenue Schedule

Highland Park Housing Authority  
For the Period April 1, 2021 to March 31, 2022

	<b>FY 2021 Proposed Budget</b>				<b>FY 2020 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	144,900				144,900	101,490	42.8%
Excess Utilities					-	-	#DIV/0!
Non-Dwelling Rental					-	8,400	-100.0%
HUD Operating Subsidy	149,220				149,220	171,948	-13.2%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,380,000		2,380,000	2,300,000	3.5%
<b>Total Rental Fees</b>	<b>294,120</b>	<b>-</b>	<b>2,380,000</b>	<b>-</b>	<b>2,674,120</b>	<b>2,581,838</b>	<b>3.6%</b>
<i>Other Operating Revenues (List)</i>							
Laundry and Misc. revenue	2,000				2,000	1,500	33.3%
Port in Fees					-	-	#DIV/0!
Charges to other programs			180,760		180,760	172,460	4.8%
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>180,760</b>	<b>182,760</b>	<b>173,960</b>	<b>5.1%</b>
<b>Total Operating Revenues</b>	<b>296,120</b>	<b>-</b>	<b>2,380,000</b>	<b>180,760</b>	<b>2,856,880</b>	<b>2,755,798</b>	<b>3.7%</b>
<b>NON-OPERATING REVENUES</b>							
<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!
<b>Total Other Non-Operating Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	1,840				1,840	1,840	0.0%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
<b>Total Interest</b>	<b>1,840</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,840</b>	<b>1,840</b>	<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>1,840</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,840</b>	<b>1,840</b>	<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 297,960</b>	<b>\$ -</b>	<b>\$ 2,380,000</b>	<b>\$ 180,760</b>	<b>\$ 2,858,720</b>	<b>\$ 2,757,638</b>	<b>\$ 101,082 3.7%</b>

# Prior Year Adopted Revenue Schedule

Highland Park Housing Authority

*FY 2020 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	101,490				101,490
Excess Utilities					-
Non-Dwelling Rental	8,400				8,400
HUD Operating Subsidy	171,948				171,948
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,300,000		2,300,000
<b>Total Rental Fees</b>	<b>281,838</b>	<b>-</b>	<b>2,300,000</b>	<b>-</b>	<b>2,581,838</b>
<i>Other Revenue (List)</i>					
Laundry and Misc. revenue	1,500				1,500
Port in Fees					-
Charges to other programs				172,460	172,460
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)					-
<b>Total Other Revenue</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>172,460</b>	<b>173,960</b>
<b>Total Operating Revenues</b>	<b>283,338</b>	<b>-</b>	<b>2,300,000</b>	<b>172,460</b>	<b>2,755,798</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
<b>Total Other Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	1,840				1,840
Penalties					-
Other					-
<b>Total Interest</b>	<b>1,840</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,840</b>
<b>Total Non-Operating Revenues</b>	<b>1,840</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,840</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 285,178</b>	<b>\$ -</b>	<b>\$ 2,300,000</b>	<b>\$ 172,460</b>	<b>\$ 2,757,638</b>



## Appropriations Schedule

### Highland Park Housing Authority

For the Period April 1, 2021 to March 31, 2022

	<b>FY 2021 Proposed Budget</b>				Total All Operations	Total All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs						
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration</i>										
Salary & Wages	5,150		38,390	25,000	\$ 68,540	\$ 66,540		2,000		3.0%
Fringe Benefits	3,600		22,500	15,000	41,100	41,430		(330)		-0.8%
Legal	5,000		10,000		15,000	7,000		8,000		114.3%
Staff Training	2,000		6,000		8,000	3,600		4,400		122.2%
Travel	1,500		2,500		4,000	2,800		1,200		42.9%
Accounting Fees	5,750		17,250		23,000	17,500		5,500		31.4%
Auditing Fees	4,550		7,550		12,100	7,200		4,900		68.1%
Miscellaneous Administration*	41,240		134,960		176,200	130,200		46,000		35.3%
<b>Total Administration</b>	<b>68,790</b>	<b>-</b>	<b>239,150</b>	<b>40,000</b>	<b>347,940</b>	<b>276,270</b>		<b>71,670</b>		<b>25.9%</b>
<i>Cost of Providing Services</i>										
Salary & Wages - Tenant Services					-	-		-		#DIV/0!
Salary & Wages - Maintenance & Operation	21,200			89,060	110,260	107,200		3,060		2.9%
Salary & Wages - Protective Services					-	-		-		#DIV/0!
Salary & Wages - Utility Labor					-	-		-		#DIV/0!
Fringe Benefits	20,410			51,700	72,110	65,740		6,370		9.7%
Tenant Services	1,200				1,200	4,100		(2,900)		-70.7%
Utilities	43,200				43,200	57,200		(14,000)		-24.5%
Maintenance & Operation	38,000				38,000	30,000		8,000		26.7%
Protective Services					-	-		-		#DIV/0!
Insurance	21,500		6,500		28,000	16,000		12,000		75.0%
Payment in Lieu of Taxes (PILOT)	10,170				10,170	4,430		5,740		129.6%
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	2,100,000		-		0.0%
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!
<b>Total Cost of Providing Services</b>	<b>169,180</b>	<b>-</b>	<b>2,106,500</b>	<b>140,760</b>	<b>2,416,440</b>	<b>2,398,170</b>		<b>18,270</b>		<b>0.8%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	9,373	8,786		587		6.7%
<b>Total Operating Appropriations</b>	<b>237,970</b>	<b>-</b>	<b>2,345,650</b>	<b>180,760</b>	<b>2,773,753</b>	<b>2,683,226</b>		<b>90,527</b>		<b>3.4%</b>
<b>NON-OPERATING APPROPRIATIONS</b>										
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	28,904	29,491		(587)		-2.0%
Operations & Maintenance Reserve					-	-		-		#DIV/0!
Renewal & Replacement Reserve	10,830				10,830	10,830		-		0.0%
Municipality/County Appropriation					-	-		-		#DIV/0!
Other Reserves					-	-		-		#DIV/0!
<b>Total Non-Operating Appropriations</b>	<b>10,830</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,734</b>	<b>40,321</b>		(587)		-1.5%
<b>TOTAL APPROPRIATIONS</b>	<b>248,800</b>	<b>-</b>	<b>2,345,650</b>	<b>180,760</b>	<b>2,813,487</b>	<b>2,723,547</b>		<b>89,940</b>		<b>3.3%</b>
<b>ACCUMULATED DEFICIT</b>										
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>248,800</b>	<b>-</b>	<b>2,345,650</b>	<b>180,760</b>	<b>2,813,487</b>	<b>2,723,547</b>		<b>89,940</b>		<b>3.3%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation					-	-		-		#DIV/0!
Other					-	-		-		#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>					-	-		-		#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 248,800</b>	<b>\$ -</b>	<b>\$ 2,345,650</b>	<b>\$ 180,760</b>	<b>\$ 2,813,487</b>	<b>\$ 2,723,547</b>		<b>\$ 89,940</b>		<b>3.3%</b>

\* 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 \$ 11,898.50 \$ - \$ 117,282.50 \$ 9,038.00 \$ 138,687.65

## Prior Year Adopted Appropriations Schedule

Highland Park Housing Authority

*FY 2020 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 5,150		\$ 39,930	\$ 21,460	\$ 66,540
Fringe Benefits	3,430		25,000	13,000	41,430
Legal	2,000		5,000		7,000
Staff Training	1,600		2,000		3,600
Travel	800		2,000		2,800
Accounting Fees	7,500		10,000		17,500
Auditing Fees	5,100		2,100		7,200
Miscellaneous Administration*	51,400		78,800		130,200
<b>Total Administration</b>	<b>76,980</b>	-	<b>164,830</b>	<b>34,460</b>	<b>276,270</b>
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	21,200			86,000	107,200
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	13,740			52,000	65,740
Tenant Services	4,100				4,100
Utilities	57,200				57,200
Maintenance & Operation	30,000				30,000
Protective Services					-
Insurance	13,750		2,250		16,000
Payment In Lieu of Taxes (PILOT)	4,430				4,430
Terminal Leave Payments					-
Collection Losses	5,000				5,000
Other General Expense					-
Rents			2,100,000		2,100,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	8,500				8,500
Property Betterment/Additions					-
Miscellaneous COPS*					-
<b>Total Cost of Providing Services</b>	<b>157,920</b>	-	<b>2,102,250</b>	<b>138,000</b>	<b>2,398,170</b>
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	8,786
<b>Total Operating Appropriations</b>	<b>234,900</b>	-	<b>2,267,080</b>	<b>172,460</b>	<b>2,683,226</b>
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	29,491
Renewal & Replacement Reserve Municipality/County Appropriation	10,830				10,830
Other Reserves					-
<b>Total Non-Operating Appropriations</b>	<b>10,830</b>	-	-	-	<b>40,321</b>
<b>TOTAL APPROPRIATIONS</b>	<b>245,730</b>	-	<b>2,267,080</b>	<b>172,460</b>	<b>2,723,547</b>
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>245,730</b>	-	<b>2,267,080</b>	<b>172,460</b>	<b>2,723,547</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 245,730</b>	<b>\$ -</b>	<b>\$ 2,267,080</b>	<b>\$ 172,460</b>	<b>\$ 2,723,547</b>

\* 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

## Debt Service Schedule - Principal

Highland Park Housing Authority

If Authority has no debt X this box

*Fiscal Year Ending in*

	Adopted Budget Year 2020	Proposed Budget Year 2021	<i>Fiscal Year Ending in</i>					Thereafter	Total Principal Outstanding
			2022	2023	2024	2025	2026		
RAD Loan	\$ 8,786	\$ 9,373	\$ 9,998	\$ 10,665	\$ 11,376	\$ 12,135	\$ 12,894	\$ 321,865	\$ 388,306
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL PRINCIPAL</b>	<b>8,786</b>	<b>9,373</b>	<b>9,998</b>	<b>10,665</b>	<b>11,376</b>	<b>12,135</b>	<b>12,894</b>	<b>321,865</b>	<b>388,306</b>
<b>LESS: HUD SUBSIDY</b>									-
<b>NET PRINCIPAL</b>	<b>\$ 8,786</b>	<b>\$ 9,373</b>	<b>\$ 9,998</b>	<b>\$ 10,665</b>	<b>\$ 11,376</b>	<b>\$ 12,135</b>	<b>\$ 12,894</b>	<b>\$ 321,865</b>	<b>\$ 388,306</b>

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Poors</i>
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 2020	Proposed Budget Year 2021	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2022	2023	2024	2025	2026		
RAD Loan	29,491	28,904	28,279	27,612	26,901	26,142	25,383	237,795	401,016
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL INTEREST</b>	29,491	28,904	28,279	27,612	26,901	26,142	25,383	237,795	401,016
<b>LESS: HUD SUBSIDY</b>									-
<b>NET INTEREST</b>	<b>\$ 29,491</b>	<b>\$ 28,904</b>	<b>\$ 28,279</b>	<b>\$ 27,612</b>	<b>\$ 26,901</b>	<b>\$ 26,142</b>	<b>\$ 25,383</b>	<b>\$ 237,795</b>	<b>\$ 401,016</b>

## Net Position Reconciliation

Highland Park Housing Authority

For the Period

April 1, 2021

to

March 31, 2022

### FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 3,911,895	\$ -	\$ (135,045)	\$ (31,906)	\$ 3,744,944
Less: Invested in Capital Assets, Net of Related Debt (1)	118,113			2,973,643	3,091,756
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	202,282		21,334	703,131	926,747
<b>Total Unrestricted Net Position (1)</b>	<b>3,591,500</b>	<b>-</b>	<b>(156,379)</b>	<b>(3,708,680)</b>	<b>(273,559)</b>
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	622,376		64,451		686,827
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	368,644		225,299		593,943
Plus: Estimated Income (Loss) on Current Year Operations (2)	1,171		32,920		34,091
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>4,583,691</b>	<b>-</b>	<b>166,291</b>	<b>(3,708,680)</b>	<b>1,041,302</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	<b>\$ 4,583,691</b>	<b>\$ -</b>	<b>\$ 166,291</b>	<b>\$ (3,708,680)</b>	<b>\$ 1,041,302</b>

(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      \$ 11,899      \$ -      \$ 117,283      \$ 9,038      \$ 138,688

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

2021 (2021-2022)  
HIGHLAND PARK  
HOUSING  
AUTHORITY

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

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

## HIGHLAND PARK HOUSING AUTHORITY

(Name)

**FISCAL  
YEAR:**

**FROM:4/1/2021**

**TO:3/31/2022**

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

# 2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

## Highland Park Housing Authority

(Name)

FISCAL  
YEAR:

FROM:4/1/2021

TO:3/31/2022

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, 2021 to March 31, 2022

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
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	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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, 2021 to March 31, 2022

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2021	2022	2023	2024	2025	2026
<b>Public Housing Management</b>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	
<b>Section 8</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	
<b>Housing Voucher</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	
<b>Other Programs</b>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
<b>Total</b>	-	-	-	-	-	-	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*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, 2021 to March 31, 2022

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