

Authority Budget of:

Guttenberg Housing Authority

State Filing Year 2020

For the Period:

April 1, 2020 to March 31, 2021

WWW.Guttenberg-housing.com

Authority Web Address

APPROVED COPY



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services

RECEIVED

2020 JAN 14 P 1:05

LOCAL GOVT SERVICES

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

GUTTENBERG

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: Paul D. Cwert CPA, RMA Date: 1/27/2020

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2020 (2020-2021) PREPARER'S CERTIFICATION


GUTTENBERG

HOUSING AUTHORITY BUDGET

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

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

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

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

2020 (2020-2021) APPROVAL CERTIFICATION

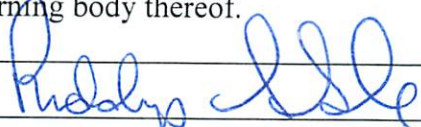
GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2020 TO: March 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 Guttenberg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 6th 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:			
Name:	Ruddys Andrade		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	Randrade@guttenbergha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	WWW.Guttenberg-housing.com
--------------------------	----------------------------

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.

- X A description of the Authority's mission and responsibilities
- X The budgets for the current fiscal year and immediately preceding two prior years
- X 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**)
- X The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- X 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
- X 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
- X 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
- X 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
- X 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

Ruddys Andrade

Title of Officer Certifying compliance

Executive Director

Signature



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION GUTTENBERG HOUSING AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget for the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2020 and ending March 31, 2021 has been presented before the governing body of the Guttenberg Housing Authority at its open public meeting of January 6, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,526,905, Total Appropriations, including any Accumulated Deficit if any, of \$ 4,524,008 and Total Unrestricted Net Position utilized of \$ -0- ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$420,655 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 Guttenberg Housing Authority, at an open public meeting held on January 6, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 1, 2020 and ending March 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 Guttenberg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 2, 2020.



(Secretary's Signature)

1/6/2020
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Linda Habermann-Ward	✓			
Marisol Montanez	✓			
Justin Mack				✓
Luz Torres	✓			
Jolene Mantineo	✓			
Blanca Popiel	✓			
Rebecca Acosta	✓			

2020 (2020-2021) ADOPTION CERTIFICATION

GUTTENBERG

HOUSING AUTHORITY BUDGET

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

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Guttenberg Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 2nd day of March, 2020.

Officer's Signature:			
Name:	Ruddys Andrade		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	Randrade@guttenbergha.org		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION

GUTTENBERG HOUSING AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 202 and ending March 31, 2021 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of March 2, 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,526,905, Total Appropriations, including any Accumulated Deficit, if any, of \$4,524,008 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 420,655 and Total Unrestricted Net Position planned to be utilized of \$ -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Guttenberg Housing Authority, at an open public meeting held on March 2, 2020 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 1, 2020 and, ending March 31, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Linda Habermann-Ward
Marisol Montanez
Justin Mack
Luz Torres
Jolene Mantineo
Blanca Popiel
Rebecca Acosta

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2020 TO: March 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).

The proposed 2020 budget represents management's efforts to continue operating within industry guidelines while continuing its' goal of providing affordable housing to the maximum number of tenants possible. While total revenues are expected to remain relatively constant, there are a few line items that, while even though the dollar amounts are small, there is more than a 10% change from the prior year. Both laundry income and late fees are increasing based on actual trends over the past few years. In addition, interest income is expected to increase because the HA has changed to banking institutions providing higher interest rates. Portable Administrative Fee Income is expected to decrease because the HA expects to absorb any tenants porting in from other jurisdictions. In general, the same holds true for Appropriations, with overall costs remaining constant while individual line items have fluctuated. Both Administrative Salaries and Utility Labor are increasing due to staffing changes. In addition to annual increases, the Authority has hired an administrative assistant and has also made a permanent full time maintenance/utility position out of a position that was previously a part time position. Administrative travel is also expected to increase as the new executive director and Board members will complete required courses. Miscellaneous Administrative Costs are expected to decrease mainly because of a review of and change in telephone providers. Fringe Benefits are expected to decrease even though there is an increase in salaries. While the cost of health benefits for active employees is increasing as a result of the additional staffing mentioned above netted with the additional employee cost sharing, a significant savings is expected in the annual cost of health coverage for the retirees. This cost savings results from a change in the NJ PERS costs that are now reflective of medicare coverage that retirees are eligible for as primary coverage. The most significant increase in costs is in the area of maintenance. The HA has budgeted for new annual contract costs related to security cameras and a life alert system that directly benefits the tenants of the Authority. In addition, the HA is incurring significant costs to maintain and upgrade a number of systems including boilers and generators. This is being done for two reasons. The systems are old and in need of upgrade, and the HA is preparing for a possible conversion to HUD's RAD program.

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

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

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority**

The local and regional economy is stable. The economy does not have a significant impact on the proposed annual budget because government subsidies will offset any potential decrease in rent that might result from decreases in tenant incomes.

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.

The Authority does not anticipate utilizing Unrestricted Net Position in the proposed budget. The HA is expecting a surplus of \$2,897 for the FYE March 31, 2021.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.).

The Housing Authority will make an annual PILOT payment to the Town and will also pay the Town for a shared service agreement for the use of a Qualified Purchasing Agent. Both of these costs are normal operating costs of housing authorities, are included in the appropriations of the GHA, and will be paid out of current HUD Operating Subsidies.

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.

(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).

While the proposed budget does not present an anticipated deficit from 2020 operations, the prior audit report reflects an accumulated deficit in Unrestricted Net Position of \$4,008,741. This deficit is the direct result of GASB 68 and GASB 75 requiring the recording of unfunded pension liabilities and other post-employment benefit costs. Without these accruals and the related deferred inflows and outflows, the Unrestricted Net Position would be \$878,908 at 9/30/2019 (prior audit period). In addition to instituting cost saving measures, the Authority has separated its laundry income as non-federal funds as directed by HUD and will make these funds available if needed. The non-federal funds are shown in the Other Programs Column on the proposed budget. It is expected that the required payments will be made over a number of years. Even with these items, the Authority will need to secure other revenue streams in order to reduce the accumulated deficit resulting from instituting GASB 68 and GASB 75. Most likely, the Authority will look to HUD for funding and/or guidance since it is required to participate in the NJPERS system.

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:	Guttenberg Housing Authority		
Federal ID Number:	22-6002843		
Address:	6900 Broadway		
City, State, Zip:	Guttenberg	NJ	07093
Phone: (ext.)	201-861-0900	Fax:	201-861-4521

Preparer's Name:	Peter J. Polcari, CPA		
Preparer's Address:	216 Sollas Court		
City, State, Zip:	Ridgewood	NJ	07450
Phone: (ext.)	201-650-0618	Fax:	973-831-6972
E-mail:	Polcarifamily@aol.com		

Chief Executive Officer:(1)	Ruddys Andrade		
(1)Or person who performs these functions under another Title			
Phone: (ext.)	201-861-0900	Fax:	201-861-4521
E-mail:	Randrade@guttenbergha.org		

Chief Financial Officer(1)			
(1) Or person who performs these functions under another Title			
Phone: (ext.)	201-861-0900	Fax:	201-861-4521
E-mail:	Randrade@guttenbergha.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes, & Giampaolo		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	734-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2020 TO: March 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: **20**
- 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: **\$667,312**
- 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? **NO***If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **NO** *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).***

Salaries are arrived at based on a salary study and annual review done by the Commissioners (for the Executive Director) and the Executive Director (for employees). A standard percentage increase is voted on at the Board Meeting approving the annual budget, which includes HUD form 52566 "Schedule of All Positions and Salaries" detailing each position, employee, and salary. In the case of the Executive Director, an employment contract is entered into.

11) Did the Authority pay for meals or catering during the current fiscal year? **YES.** During the current fiscal year the Housing Authority paid a total of \$745.21 for refreshments served during the Board Meetings, \$206.65 for food during in-house training/staff meetings, and \$851.97 for a tenant BBQ and "meet and greet" sessions with the new Executive Director. ***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? **YES.** The Authority paid \$961.06 for airfare, \$1,939.99 for ground transportation, and \$2,675.14 for hotels. All of these costs were related to courses to be taken by the executive director and commissioners that are required to meet the standards set by the State of NJ. ***If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.***

13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

- a. First class or charter travel **NO**
- b. Travel for companions **NO**
- c. Tax indemnification and gross-up payments **NO**
- d. Discretionary spending account **NO**
- e. Housing allowance or residence for personal use **NO**
- f. Payments for business use of personal residence **NO**
- g. Vehicle/auto allowance or vehicle for personal use **NO**
- h. Health or social club dues or initiation fees **NO**
- i. Personal services (i.e.: maid, chauffeur, chef) **NO**

If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.

14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** ***If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)***

15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **Yes.** The former Executive Director was paid a total of \$8,883.84 for unused vacation and sick time upon separation from the HA. ***If "yes," attach explanation including amount paid.***

16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** ***If "yes," attach explanation including amount paid.***

- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A – No Debt Outstanding** *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**

GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2020 TO: March 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)

Guttenberg Housing Authority

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

Name		Title		Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former Employee	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 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
J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Ruddys Andrade	Exec. Dir. (Eff 8/6/19)		40				X		\$ -	\$ -	\$ -	\$ -	\$ -	NONE			\$ -	\$ -	\$ -	\$ -
2	Carl S. Czaplicki, Jr.	Former Exec. Dir.		40	X					98,385	0	0	0	38,622	137,007	Hudson County Voc. Teacher		2	5,000	0	142,007
3	Linda Habermann-Ward	Chairperson		2	X					0	0	0	0	0	0	NONE		0	0	0	0
4	Marisol Montanez	Vice Chairperson		2	X					0	0	0	0	0	0	Town of Guttenberg Sr. Cit. Coord.		40	35,148	10,193	45,341
5	Justin Mack	Commissioner		1	X					0	0	0	0	0	0	NONE		0	0	0	0
6	Luz Torres	Commissioner		1	X					0	0	0	0	0	0	NONE		0	0	0	0
7	Jolene Mantineo	Commissioner		1	X					0	0	0	0	0	0	Guttenberg Bd. Of Ed. Business Admin.		40	148,491	43,062	191,553
8	Blanca Popiel	Commissioner		1	X					0	0	0	0	0	0	NONE		0	0	0	0
9	Rebecca Acosta	Commissioner		1	X					0	0	0	0	0	0	NONE		0	0	0	0
10															0						0
11															0						0
12															0						0
13															0						0
14															0						0
15															0						0
Total:										\$ 98,385	\$ -	\$ -	\$ -	\$ 38,622	\$ 137,007				\$ 188,639	\$ 53,255	\$ 378,901

(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

Guttenberg Housing Authority
For the Period April 1, 2020 to March 31, 2021

	Annual Cost			Annual Cost			Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Estimate per Employee Current Year	Total Cost Current Year			
Active Employees - Health Benefits - Annual Cost									
Single Coverage	3	\$ 12,138	\$ 36,414	2	\$ 11,784	\$ 23,568	\$ 12,846		54.5%
Parent & Child	3	21,726	65,178	3	21,096	63,288	1,890		3.0%
Employee & Spouse (or Partner)	1	24,275	24,275	1	23,568	23,568	707		3.0%
Family	3	33,863	101,589	3	32,880	98,640	2,949		3.0%
Employee Cost Sharing Contribution (enter as negative -)			(34,079)			(29,448)	(4,631)		15.7%
Subtotal	10		193,377	9		179,616	13,761		7.7%
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	2	4,493	8,986	2	6,449	12,898	(3,912)		-30.3%
Parent & Child			-			-	-		#DIV/0!
Employee & Spouse (or Partner)	3	18,880	56,640	3	32,162	96,486	(39,846)		-41.3%
Family			-			-	-		#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-		#DIV/0!
Subtotal	5		65,626	5		109,384	(43,758)		-40.0%
GRAND TOTAL	15		\$ 259,003	14		\$ 289,000	\$ (29,997)		-10.4%

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

Yes or No

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

Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Guttenberg Housing Authority
 For the Period April 1, 2020 to March 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
Carl Czaplicki, Jr.	15	\$ 6,240		X	
Jenny Morales	45	9,983		X	
Esther Garcia	34	6,191		X	
Sandra Torres	26	3,700		X	
Monica Fundora	25	6,731		X	
Lorena Rivarola	13	1,731		X	
Felix Arias	56	8,005		X	
Noe Amaya	27	3,930		X	
Julio Pena	147	23,755		X	
Hector Castano	75	14,856		X	
FICA & Medicare Tax on above amounts		6,512			
Total liability for accumulated compensated absences at beginning of current year		\$ <u>91,634</u>			

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

Schedule of Shared Service Agreements

Guttenberg Housing Authority

For the Period

April 1, 2020

to

March 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
Town of Guttenberg	Guttenberg Housing Authority	Qualified Purchasing Agent	Quarterly payment required to Town. The HA anticipates renewing the agreement for the subsequent year.	4/1/2018	3/31/2019	\$ 15,000

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Guttenberg Housing Authority
For the Period **April 1, 2020** to **March 31, 2021**

	FY 2021 Proposed Budget					FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ 2,075,435	\$ -	\$ 2,264,170	\$ 31,400	\$ 4,371,005	\$ 4,275,142	\$ 95,863	2.2%
Total Non-Operating Revenues	152,800	-	3,100	-	155,900	158,580	(2,680)	-1.7%
Total Anticipated Revenues	<u>2,228,235</u>	<u>-</u>	<u>2,267,270</u>	<u>31,400</u>	<u>4,526,905</u>	<u>4,433,722</u>	<u>93,183</u>	<u>2.1%</u>
APPROPRIATIONS								
Total Administration	650,572	-	166,737	-	817,309	796,201	21,108	2.7%
Total Cost of Providing Services	1,592,474	-	2,100,000	14,225	3,706,699	3,630,411	76,288	2.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,243,046	-	2,266,737	14,225	4,524,008	4,426,612	97,396	2.2%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,243,046	-	2,266,737	14,225	4,524,008	4,426,612	97,396	2.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>2,243,046</u>	<u>-</u>	<u>2,266,737</u>	<u>14,225</u>	<u>4,524,008</u>	<u>4,426,612</u>	<u>97,396</u>	<u>2.2%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ (14,811)</u>	<u>\$ -</u>	<u>\$ 533</u>	<u>\$ 17,175</u>	<u>\$ 2,897</u>	<u>\$ 7,110</u>	<u>\$ (4,213)</u>	<u>-59.3%</u>

Revenue Schedule

Guttenberg Housing Authority

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

	FY 2021 Proposed Budget				FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1,471,380				1,471,380	1,431,852	39,528	2.8%
Excess Utilities	28,800				28,800	29,088	(288)	-1.0%
Non-Dwelling Rental	7,200				7,200	7,200	-	0.0%
HUD Operating Subsidy	565,000				565,000	540,000	25,000	4.6%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,262,000		2,262,000	2,225,460	36,540	1.6%
Total Rental Fees	2,072,380	-	2,262,000	-	4,334,380	4,233,600	100,780	2.4%
<i>Other Operating Revenues (List)</i>								
Laundry Income				31,400	31,400	28,500	2,900	10.2%
Late Charges	2,305				2,305	1,692	613	36.2%
Community Room Rent & Bid Specs	750				750	750	-	0.0%
Portable Admin Fees & Fraud Recovery			2,170		2,170	10,600	(8,430)	-79.5%
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	3,055	-	2,170	31,400	36,625	41,542	(4,917)	-11.8%
Total Operating Revenues	2,075,435	-	2,264,170	31,400	4,371,005	4,275,142	95,863	2.2%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Capital Funds Used for Operations	144,450				144,450	149,140	(4,690)	-3.1%
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	144,450	-	-	-	144,450	149,140	(4,690)	-3.1%
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	8,350		3,100		11,450	9,440	2,010	21.3%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	8,350	-	3,100	-	11,450	9,440	2,010	21.3%
Total Non-Operating Revenues	152,800	-	3,100	-	155,900	158,580	(2,680)	-1.7%
TOTAL ANTICIPATED REVENUES	\$ 2,228,235	\$ -	\$ 2,267,270	\$ 31,400	\$ 4,526,905	\$ 4,433,722	\$ 93,183	2.1%

Prior Year Adopted Revenue Schedule

Guttenberg Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,431,852				1,431,852
Excess Utilities	29,088				29,088
Non-Dwelling Rental	7,200				7,200
HUD Operating Subsidy	540,000				540,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,225,460		2,225,460
Total Rental Fees	2,008,140	-	2,225,460	-	4,233,600
<i>Other Revenue (List)</i>					
Laundry Income				28,500	28,500
Late Charges	1,692				1,692
Community Room Rent & Bid Specs	750				750
Portable Admin Fees and Fraud Recovery			10,600		10,600
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	2,442	-	10,600	28,500	41,542
Total Operating Revenues	2,010,582	-	2,236,060	28,500	4,275,142
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Capital Funds Used for Operations	149,140				149,140
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	149,140	-	-	-	149,140
<i>Interest on Investments & Deposits</i>					
Interest Earned	7,040		2,400		9,440
Penalties					-
Other					-
Total Interest	7,040	-	2,400	-	9,440
Total Non-Operating Revenues	156,180	-	2,400	-	158,580
TOTAL ANTICIPATED REVENUES	\$ 2,166,762	\$ -	\$ 2,238,460	\$ 28,500	\$ 4,433,722

Appropriations Schedule

Guttenberg Housing Authority
For the Period April 1, 2020 to March 31, 2021

	FY 2021 Proposed Budget				FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	305,699		78,151		\$ 383,850	\$ 346,080	\$ 37,770 10.9%
Fringe Benefits	180,568		43,616		224,184	228,371	(4,187) -1.8%
Legal	43,500		5,000		48,500	50,000	(1,500) -3.0%
Staff Training	4,080		1,020		5,100	5,100	- 0.0%
Travel	4,000		1,000		5,000	4,000	1,000 25.0%
Accounting Fees	30,840		17,460		48,300	48,300	- 0.0%
Auditing Fees	5,750		5,750		11,500	10,900	600 5.5%
Miscellaneous Administration*	76,135		14,740		90,875	103,450	(12,575) -12.2%
Total Administration	650,572	-	166,737	-	817,309	796,201	21,108 2.7%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	260,914				260,914	256,241	4,673 1.8%
Salary & Wages - Protective Services	34,387				34,387	33,385	1,002 3.0%
Salary & Wages - Utility Labor	69,927				69,927	57,444	12,483 21.7%
Fringe Benefits	211,972				211,972	240,563	(28,591) -11.9%
Tenant Services					-	-	- #DIV/0!
Utilities	542,491				542,491	563,690	(21,199) -3.8%
Maintenance & Operation	214,269			14,225	228,494	156,160	72,334 46.3%
Protective Services					-	-	- #DIV/0!
Insurance	166,218				166,218	164,207	2,011 1.2%
Payment in Lieu of Taxes (PILOT)	89,496				89,496	84,701	4,795 5.7%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	2,800				2,800	3,000	(200) -6.7%
Other General Expense					-	-	- #DIV/0!
Rents			2,100,000		2,100,000	2,071,020	28,980 1.4%
Extraordinary Maintenance					-	-	- #DIV/0!
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	1,592,474	-	2,100,000	14,225	3,706,699	3,630,411	76,288 2.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	2,243,046	-	2,266,737	14,225	4,524,008	4,426,612	97,396 2.2%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
TOTAL APPROPRIATIONS	2,243,046	-	2,266,737	14,225	4,524,008	4,426,612	97,396 2.2%
ACCUMULATED DEFICIT	-	-	-	-	-	-	- #DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,243,046	-	2,266,737	14,225	4,524,008	4,426,612	97,396 2.2%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,243,046	\$ -	\$ 2,266,737	\$ 14,225	\$ 4,524,008	\$ 4,426,612	\$ 97,396 2.2%

* 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 \$ 112,152.30 \$ - \$ 113,336.85 \$ 711.25 \$ 226,200.40

Prior Year Adopted Appropriations Schedule

Guttenberg Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 271,405		\$ 74,675		\$ 346,080
Fringe Benefits	181,478		46,893		228,371
Legal	45,000		5,000		50,000
Staff Training	4,080		1,020		5,100
Travel	3,500		500		4,000
Accounting Fees	30,840		17,460		48,300
Auditing Fees	5,500		5,400		10,900
Miscellaneous Administration*	88,300		15,150		103,450
Total Administration	630,103	-	166,098	-	796,201
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	256,241				256,241
Salary & Wages - Protective Services	33,385				33,385
Salary & Wages - Utility Labor	57,444				57,444
Fringe Benefits	240,563				240,563
Tenant Services					-
Utilities	563,690				563,690
Maintenance & Operation	156,160				156,160
Protective Services					-
Insurance	164,207				164,207
Payment in Lieu of Taxes (PILOT)	84,701				84,701
Terminal Leave Payments					-
Collection Losses	3,000				3,000
Other General Expense					-
Rents			2,071,020		2,071,020
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,559,391	-	2,071,020	-	3,630,411
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	2,189,494	-	2,237,118	-	4,426,612
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	2,189,494	-	2,237,118	-	4,426,612
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,189,494	-	2,237,118	-	4,426,612
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,189,494	\$ -	\$ 2,237,118	\$ -	\$ 4,426,612

* 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	\$ 109,474.70	\$ -	\$ 111,855.90	\$ -	\$ 221,330.60
--------------------------------------	---------------	------	---------------	------	---------------

Debt Service Schedule - Principal

Guttenberg Housing Authority

X

If Authority has no debt X this box

	Fiscal Year Ending in						Total Principal Outstanding		
	2020	2021	2022	2023	2024	2025		2026	Thereafter
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL									\$
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$	-	-	-	-	-	-	-	-

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

Bond Rating			
Year of Last Rating			
	<i>Moody's</i>	<i>Fitch</i>	<i>Standard & Poors</i>
If no Rating type in Not Applicable			

Debt Service Schedule - Interest

Guttenberg Housing Authority

If Authority has no debt X this box

X

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
			2022	2023	2024	2025	2026	Thereafter	
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Guttenberg Housing Authority
For the Period April 1, 2020 to March 31, 2021

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 1,242,866	\$ -	\$ (388,943)	\$ 210,123	\$ 1,064,046
Less: Invested in Capital Assets, Net of Related Debt (1)	5,032,363				5,032,363
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)			40,424		40,424
Total Unrestricted Net Position (1)	(3,789,497)	-	(429,367)	210,123	(4,008,741)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,667,061		251,663		1,918,724
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,642,343		326,582		2,968,925
Plus: Estimated Income (Loss) on Current Year Operations (2)	(22,732)		1,342	28,500	7,110
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	497,175	-	150,220	238,623	886,018
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)	\$ 497,175	\$ -	\$ 150,220	\$ 238,623	\$ 886,018

(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	\$ 112,152	\$ -	\$ 113,337	\$ 711	\$ 226,200
--	------------	------	------------	--------	------------

(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)

GUTTENBERG
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

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

GUTTENBERG HOUSING AUTHORITY

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

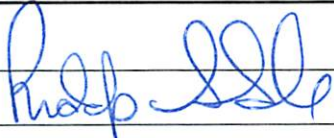
enter X to the left if this paragraph is applicable

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 Guttenberg Housing Authority, on the 6th day of January, 2020.

OR

enter X to the left if this paragraph is applicable

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

Officer's Signature:			
Name:	Ruddys Andrade		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	Randrade@guttenbergha.org		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Guttenberg Housing Authority

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

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

Yes. The Capital Budget is approved by the residents of the developments affected. It is also approved by HUD as Capital Fund Subsidies are provided to pay for such costs and the actual capital budget forms are submitted to HUD.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes. The projects are reflected in the authority's five year plan and are done in conjunction with HUD engineers and officials.

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Yes. The HA does a five year plan in accordance with HUD requirements.

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)

N/A

5. Have the current capital projects been reviewed and approved by HUD?

Yes. The Authority is required to submit detailed Capital Fund Budgets to HUD and is in compliance with this requirement.

Add additional sheets if necessary.

Proposed Capital Budget

Guttenberg Housing Authority
For the Period April 1, 2020 to March 31, 2021

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources	
<i>Public Housing Management</i>						
CFP 2016 & 2018 Kitchen Renovations	\$ 112,915				\$ 112,915	
CFP 2017 & 2018 Air Handling Units	307,740				307,740	
CFP 2018 Dwelling Unit Work	-				-	
CFP 2019 Boiler, Vacuum Cond. & Water Tank	-				-	
Total	420,655	-	-	-	420,655	
<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	\$ 420,655	\$ -	\$ -	\$ -	\$ 420,655	\$ -

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

Guttenberg Housing Authority

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

Fiscal Year Beginning in

	Estimated Total	Current Budget					
	Cost	Year 2021	2022	2023	2024	2025	2026
Public Housing Management							
CFP 2016 & 2018 Kitchen Renovations	\$ 240,575	\$ 112,915	\$ 127,660				
CFP 2017 & 2018 Air Handling Units	307,740	307,740					
CFP 2018 Dwelling Unit Work	22,319	-	22,319				
CFP 2019 Boiler, Vacuum Cond. & Water Tank	148,401	-	148,401				
Total	719,035	420,655	276,061	22,319	-	-	-
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	\$ 719,035	\$ 420,655	\$ 276,061	\$ 22,319	\$ -	\$ -	\$ -

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

Guttenberg Housing Authority
For the Period April 1, 2020 to March 31, 2021

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorizatio n	Capital Grants Other Sources
<i>Public Housing Management</i>					
CFP 2016 & 2018 Kitchen Renovations	\$ 240,575				\$ 240,575
CFP 2017 & 2018 Air Handling Units	307,740				307,740
CFP 2018 Dwelling Unit Work	22,319				22,319
CFP 2019 Boiler, Vacuum Cond. & Water Tank	148,401				148,401
Total	719,035	-	-	-	719,035
<i>Section 8</i>					
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	\$ 719,035	\$ -	\$ -	\$ -	\$ 719,035
Total 5 Year Plan per CB-4	\$ 719,035				
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.