

**Report On Audit**

**HOUSING AUTHORITY OF THE  
TOWN OF GUTTENBERG**

**For the Year Ended  
March 31, 2021**

# Housing Authority of the Town of Guttenberg

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**INDEPENDENT AUDITOR'S REPORT**

Board of Commissioners  
Housing Authority of the Town of Guttenberg  
6900 Broadway  
Guttenberg, New Jersey 07093

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Housing Authority of the Town of Guttenberg (a governmental public corporation) in Guttenberg, New Jersey, hereafter referred to as the Authority, which comprise the statement of net position as of March 31, 2021, and the related statement of revenue, expenses and changes in net position, statement of cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Housing Authority of the Town of Guttenberg preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Guttenberg internal control. Accordingly, we express no such opinion.



An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Housing Authority of the Town of Guttenberg as of March 31, 2021, and the respective changes in financial position, and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and OPEB and PERS supplemental information on pages 4 through 16 and pages 57-61 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the method of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of the Housing Authority of the Town of Guttenberg. The accompanying supplemental information on pages 62-73 is presented for additional analysis and is not required part of the basic financial statements.

The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Capital Fund cost certifications are also not required part of the basic financial statements.

The electronic filed Financial Data Schedule is presented for additional analysis as required by the U.S. Department of Housing and Urban Development's Real Estate Assessment Center and is also not required part of the basic financial statements.



The Schedule of Expenditures of Federal Awards, Capital Fund cost certifications and the Financial Data Schedule, are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards, Capital Fund cost certifications and the Financial Data Schedule, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued reports dated October 8, 2021, on our consideration of the Housing Authority of the Town of Guttenberg internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters.

The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the Town of Guttenberg internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Housing Authority of the Town of Guttenberg's internal control over financial reporting and compliance.

**Hymanson, Parnes & Giampaolo**

Lincroft, New Jersey

Date: October 8, 2021

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

As Management of the Housing Authority of the Town of Guttenberg (the Authority), present the following discussion and analysis which is supplementary information required by the Governmental Accounting Standards Board (GASB), and is intended to provide an easily readable explanation of the information provided in the attached financial statements. Management Discussion and Analysis is designed to focus on the current year activities, resulting changes, and current known facts. It is by necessity highly summarized, and to gain a thorough understanding of the Authority's financial position, the financial statements and footnotes should be viewed in their entirety beginning on page 17 of this report. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements as presented elsewhere in this report.

**FINANCIAL HIGHLIGHTS**

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$701,316 a decrease in the financial position of \$186,419 or 21% percent as compared to the prior year.

As noted above, the net position of the Authority was \$701,316 as of March 31, 2021. Of this amount, the unrestricted net position is a negative (\$3,807,912) representing a decrease in the deficit of \$102,218 or 3% percent from the previous year. Additional information on the Authority's unrestricted net positions can be found in Note 19 the financial statements, which is included in this report.

The net investment in capital assets decreased \$280,396 or 6% percent for an ending balance of \$4,509,228.

The restricted net position decreased \$8,241 from the previous year for an ending balance of -\$0-. Additional information on the Authority's restricted net position can be found in Note 18 to the financial statements, which is included in this report.

The Authority's cash, and cash equivalent on March 31, 2021, is \$1,175,846 representing an increase of \$81,057 or 7% percent from the prior fiscal year. The full detail of this amount can be found in the Statement of Cash Flows on pages 20-21 of this report.

The Authority's total assets and deferred outflows are \$6,370,107 of which capital assets net book value is \$4,509,228, deferred outflows in the amount of \$577,461, leaving total current assets at \$1,283,418. Total current assets increased from the previous year by \$534 or less than 1% percent. Cash and cash equivalents increased by \$81,057, accounts receivables decreased by \$85,303, and prepaid expenses increased by \$4,780.

Capital assets reported a decrease in the net book value of the capital assets in the amount of \$280,396 or 6% percent. The major factor that contributed for the decrease was the purchase of fixed assets in the amount of \$377,721 less the recording of depreciation expense in the amount of \$658,117. A full detail of capital outlays can be found in the Notes to the Financial Statements Section Note – 8 Fixed Assets.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**FINANCIAL HIGHLIGHTS - CONTINUED**

The Authority reported an increase in the deferred outflows for the pension cost in the amount of \$76,777 or 15% percent for an ending balance of \$577,461. The Authority reported a decrease in the deferred inflows for the pension cost in the amount of \$118,859 for an ending balance of \$2,197,547. A full detail of the pension reporting requirement can be found in the Notes to the Financial Statements Section Note – 9 Deferred Outflows/Inflows of Resources.

The Authority's total liabilities are reported at \$3,471,244, of which noncurrent liabilities are stated at \$3,177,507. Total liabilities increased during the year as compared to the prior year in the amount of \$102,193, or 3% percent. Total current liabilities increased during the year by \$50,029, leaving non-current liabilities for an increase of \$52,164 as compared to the previous year.

Total current liabilities increased from the previous year by \$50,029 or 21% percent. Accounts payables decreased by \$15,812, accrued liabilities increased \$36,599, tenant security deposit payable decreased \$3,603, and unearned revenue increased \$32,845.

Total noncurrent liabilities increased by \$52,164 or 2% percent. Long-term obligations such as noncurrent compensated absences with an ending balance of \$99,390, with no offsetting assets, increased \$12,887 from the previous year.

Accrued pension and OPEB liabilities increased \$39,277 or 1% percent. Additional information on GASB 68 and #75 effect and the Authority's accrued pension as well as the accrued OPEB liability on March 31, 2021 can be found in Notes 15-16 to the financial statements, which is included in this report.

The Authority had total operating revenue of \$4,814,567 as compared to \$4,543,803 from the prior year for an increase of \$270,764 or 6% percent. The Authority had total operating expenses of \$5,392,469 as compared to \$5,179,810 from the previous year for an increase of \$212,659 or 4% percent, resulting in a deficiency of revenue from operations in the amount of \$577,902 for the current year as compared to excess expenses over revenue from operations in the amount of \$636,007 for a decrease in the deficit of \$58,105 or 9% percent from the previous year.

Total capital improvements contributions from HUD were in the amount of \$377,720 as compared to \$468,764 from the previous year for a decrease of \$91,044 or 19% percent. The Authority's had capital outlays in the amount of \$377,721 for the fiscal year. A full detail of capital outlays can be found in the Notes to the Financial Statements Section Note – 8 Fixed Assets.

The Authority's Expenditures of Federal Awards amounted to \$3,661,420 for the fiscal year 2021 as compared to \$3,426,153 for the previous fiscal year 2020 for an increase of \$235,267 or 7% percent.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**USING THIS ANNUAL REPORT**

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

1. Public and Indian Housing Program
2. Section 8 Housing Choice Voucher Program
3. Public Housing Capital Fund Program

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION**

This discussion and analysis are intended to serve as an introduction to the Housing Authority's basic financial statements. The basic financial statements are prepared on an entity wide basis and consist of:

- 1) Statement of Net Position
- 2) Statement of Revenue, Expenses, and Changes in Net Position
- 3) Statement of Cash Flows
- 4) Notes to the Financial Statements

The Authority's financial statements and notes to financial statements included in this Report were prepared in accordance with generally accepted accounting principles (GAAP) applicable to governmental entities in the United States of America for the Enterprise Fund types. The Authority's activities are primarily supported by HUD subsidies and grants. The Authority's function is to provide decent, safe, and sanitary housing to low income and special needs populations. The financial statements can be found on pages 17 through 21.

Statement of Net Position – This statement presents information on the Authority's total of assets and deferred outflows of resources, and total of liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

Statement of Revenue, Expenses and Changes in Net Position – This statement presents information showing how the Authority's net position increased or decreased during the current year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash inflows and cash outflows in the future periods.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION - CONTINUED**

Statement of Cash Flows– This statement presents information showing the total cash receipts and cash disbursements of the Housing Authority during the current year. The statement reflects the net changes in cash resulting from operations plus any other cash requirements during the current year (i.e. capital additions, debt payments, prior period obligations, etc.). In addition, the statement reflects the receipt of cash that was obligated to the Housing Authority in prior periods and subsequently received during the current year (i.e. accounts receivable, notes receivable, etc.).

Notes to the Financial Statements - Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided. These notes give greater understanding on the overall activity of the Housing Authority and how values are assigned to certain assets and liabilities and the longevity of these values. In addition, notes reflect the impact (if any) of any uncertainties the Housing Authority may face. The Notes to Financial Statements can be found in this Report beginning on page 22 through 56.

In addition to the basic financial statements listed above, our report includes supplemental information. This information is to provide more detail on the Housing Authority's various programs and the required information mandated by regulatory bodies that fund the Housing Authority's various programs.

The Schedule of Expenditures of Federal Awards is presented for purpose of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), Audits of States, Local Governments and Non-profit Organizations. The schedule of Expenditures of Federal Awards can be found on pages 62-63 of this report.

- 1. Federal Awards** - Pursuant to the Single Audit Act Amendments of 1996 (Public Law 104-156) and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), federal award is defined as federal financial assistance and federal cost reimbursement contracts that non-federal agencies receive directly or indirectly from federal agencies or pass-through entities. Federal financial assistance is defined as assistance that nonfederal entities receive or administer in the form of grants, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, direct appropriations and other assistance.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION - CONTINUED**

**2. Type A and Type B Programs** - The Single Audit Act Amendments of 1996 and the Uniform Guidance establish the levels of expenditures or expenses to be used in defining Type A and Type B Federal financial assistance programs. Type A programs for the Housing Authority of the Town of Guttenberg are those which equal or exceeded \$750,000 in expenditures for the fiscal year ended March 31, 2021. Type B programs for the Housing Authority of the Town of Guttenberg are those which are less than \$750,000 in expenditures for the fiscal year ended March 31, 2021.

**FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE)**

The following summarizes the computation of Net Position between March 31, 2021, and March 31, 2020:

Computations of Net Position are as follows:

	Year Ended		Increase
	March-21	March-20	(Decrease)
Cash	\$ 1,175,846	\$ 1,094,789	\$ 81,057
Other Current Assets	107,572	188,095	(80,523)
Capital Assets - Net	4,509,228	4,789,624	(280,396)
Deferred Outflows	577,461	500,684	76,777
Total Assets	6,370,107	6,573,192	(203,085)
Less: Current Liabilities	(293,737)	(243,708)	(50,029)
Less: Non Current Liabilities	(3,177,507)	(3,125,343)	(52,164)
Less: Deferred Inflows	(2,197,547)	(2,316,406)	118,859
Net Position	<u>\$ 701,316</u>	<u>\$ 887,735</u>	<u>\$ (186,419)</u>
Net Investment in Capital Assets	\$ 4,509,228	\$ 4,789,624	\$ (280,396)
Restricted Net Position	-	8,241	(8,241)
Unrestricted Net Position	(3,807,912)	(3,910,130)	102,218
Net Position	<u>\$ 701,316</u>	<u>\$ 887,735</u>	<u>\$ (186,419)</u>

Cash increased by \$81,057 or 7% percent. Net cash provided by operating activities was \$223,654, net cash used by capital and related financing activities was \$156,360, and net cash provided by investing activities was \$13,763. The full detail of these amounts can be found in the Statement of Cash Flows on pages 20-21 of this audit report.

Other current assets decreased \$80,523. Accounts receivables decreased by \$85,303, and prepaid expenses increased by \$4,780.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED**

Capital assets reported a decrease in the net book value of the capital assets in the amount of \$280,396 or 6% percent. The major factor that contributed for the decrease was the purchase of fixed assets in the amount of \$377,721, less the recording of depreciation expense in the amount of \$658,117. A full detail of capital outlays can be found in the Notes to the Financial Statements Section Note – 8 Fixed Assets.

The Authority reported an increase in the deferred outflows for the pension cost in the amount of \$76,777 for an ending balance of \$577,461. The Authority reported a decrease in the deferred inflows for the pension cost in the amount of \$118,859 for an ending balance of \$2,197,547.

Total current liabilities increased from the previous year by \$50,029 or 21% percent. Accounts payables decreased by \$15,812, accrued liabilities increased \$36,599, tenant security deposit payable decreased \$3,603, and unearned revenue increased \$32,845.

Total noncurrent liabilities increased by \$52,164 or 2% percent. Long-term obligations such as noncurrent compensated absences with an ending balance of \$99,390, with no offsetting assets, increased \$12,887 from the previous year.

Accrued pension and OPEB liabilities increased \$39,277 or 1% percent. Additional information on GASB 68 and #75 effect and the Authority's accrued pension as well as the accrued OPEB liability at March 31, 2021 can be found in Notes 15-16 to the financial statements, which is included in this report.

The Authority's reported net position of \$701,316 is made up of three categories. The net investment in capital assets in the amount of \$4,509,228 represents 643% percent of the total account balance. The net investment in capital assets (e.g., land, buildings, vehicles, equipment, and construction in process); less any related debt used to acquire those assets that are still outstanding. The Authority uses these capital assets to provide housing services to the tenants; consequently, these assets are not available for future spending. The schedule below reflects the activity in this account for the current fiscal year:

Balance March 31, 2020	\$ 4,789,624
Fixed Asset Acquisitions	377,721
Depreciation Expense	(658,117)
Balance March 31, 2021	\$ 4,509,228

The Authority reported a decrease in the deficit of unrestricted position in the amount of \$102,218 or 3% percent resulting in an ending balance in the amount of negative (\$3,807,912). A full detail of this account can be found in the Notes to the Financial Statement Section Note – 19.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED**

The Authority reported restricted position in the amount of -\$0- which decreased \$8,241 or 100% percent compared to the prior fiscal year. A full detail of this account can be found in the Notes to the Financial Statements Section Note – 18.

The following summarizes the changes in Net Position between March 31, 2021, and March 31, 2020:

Computation of Changes in Net Position are as follows:

	<u>Year Ended</u>		Increase
	March-21	March-20	(Decrease)
<u>Revenues</u>			
Tenant Revenues	\$ 1,435,135	\$ 1,495,659	\$ (60,524)
HUD Subsidies	3,283,700	2,957,389	326,311
Other Revenues	95,732	90,755	4,977
Total Operating Income	<u>4,814,567</u>	<u>4,543,803</u>	<u>270,764</u>
<u>Expenses</u>			
Operating Expenses	4,734,352	4,468,306	266,046
Depreciation Expense	658,117	711,504	(53,387)
Total Operating Expenses	<u>5,392,469</u>	<u>5,179,810</u>	<u>212,659</u>
Operating Income before Non Operating Expenses	(577,902)	(636,007)	58,105
Interest Income	13,763	15,488	(1,725)
HUD Capital Grants	<u>377,720</u>	<u>468,764</u>	<u>(91,044)</u>
Change in Net Position	(186,419)	(151,755)	(34,664)
Net Position Prior Year	887,735	1,064,046	(176,311)
Prior Period Adjustment	-	(24,556)	24,556
Total Net Position	<u>\$ 701,316</u>	<u>\$ 887,735</u>	<u>\$ (186,419)</u>

Approximately 68% percent of the Authority's total revenue was provided by HUD operating subsidy, while 30% percent resulted from tenant revenue. Charges for various services and fraud recovery provided for the remaining 2% percent of the total operating income.

The Housing Authority of the Town of Guttenberg received capital fund improvement grant money during the year in the amount of \$377,720 as compared to \$468,764 for the previous year.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED**

The Authority operating expenses cover a range of expenses. The largest expense was for Housing Assistance Payments representing 42% percent of total operating expenses. Administrative expenses accounted for 15% percent, utilities expense accounted for 12% percent, maintenance expense accounted for 12% percent, protective services accounted for 1% percent, other operating expenses accounted for 5% percent, tenant services accounted for less than 1% and depreciation accounted for the remaining 12% of the total operating expenses.

The Authority operating expenses exceeded its operating revenue resulting in excess expenses over revenue from operations in the amount of \$577,902 as compared to excess expenses over revenue from operations of \$636,007 for the previous year. The key elements to the decrease in deficit in comparison to the prior year are as follows:

- The Authority reported increases in other revenue in the amount of \$4,977 mainly due to an increase in the portability income from the Housing Choice Voucher program.
- The Authority's operating grants received from HUD increased \$326,311 or 11% percent.
- The Authority's tenants dwelling rents decreased \$60,524 or 2% percent.
- The Authority saw decreases in the following expenses:
  - Administrative expense decreased \$2,542 or less than 1% percent
  - Protective services expense decreased \$2,667 or 5% percent
  - Depreciation expense decreased \$53,387 or 8% percent
- The Authority saw increases in the following expenses:
  - Tenant Services increased \$21,987 or 2,735% percent.
  - Utilities expenses increased \$29,849 or 5% percent
  - Maintenance expense increased \$73,554 or 13% percent
  - Other operating expenses increased \$8,208 or 3% percent
  - Housing assistance payments expense increased \$137,657 or 7% percent

Total net cash provided by operating activities during the year was \$223,654 as compared to cash provided of \$2,571 for the prior year. A full detail of this amount can be found on the Statement of Cash Flows on pages 20-21 of this report.

Overall, the Authority reported a decrease in the deficit in unrestricted net position of \$102,218 for an ending balance of negative \$(3,807,912). Additional information on the Authority's unrestricted net position can be found in Note 19 to the financial statements, which is included in this report.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**FINANCIAL ANALYSIS OF THE AUTHORITY (ENTITY WIDE) - CONTINUED**

The following are financial highlights of significant items for a four-year period of time ending on March 31, 2021:

	March-21	March-20	March-19	March-18
<b>Significant Income</b>				
Total Tenant Revenue	\$ 1,435,135	\$ 1,495,659	\$ 1,463,087	\$ 1,449,421
HUD Operating Grants	3,283,700	2,957,389	3,073,795	2,713,082
HUD Capital Grants	377,720	468,764	115,061	83,711
Investment Income	13,763	15,488	9,944	10,334
Other Income	95,732	90,755	140,179	73,004
<b>Total</b>	<b>\$ 5,206,050</b>	<b>\$ 5,028,055</b>	<b>\$ 4,802,066</b>	<b>\$ 4,329,552</b>
<b>Payroll Expense</b>				
Administrative Salaries	\$ 373,927	\$ 382,105	\$ 353,692	\$ 344,611
Utilities Labor	61,214	62,606	61,390	16,686
Maintenance Labor	256,623	250,425	245,560	263,049
Protective Service Labor	32,632	30,509	33,460	-
Employee Benefits Expense	420,827	458,432	290,650	542,816
<b>Total Payroll Expense</b>	<b>\$ 1,145,223</b>	<b>\$ 1,184,077</b>	<b>\$ 984,752</b>	<b>\$ 1,167,162</b>
<b>Other Significant Expenses</b>				
Other Administrative Expenses	\$ 356,109	\$ 299,530	\$ 280,815	\$ 330,337
Utilities Expense	538,153	497,332	525,653	538,251
Maintenance Materials Cost	137,769	106,417	211,993	160,413
Maintenance Contract Cost	202,806	127,346	97,022	101,116
Insurance Premiums	162,891	161,199	162,304	134,701
Housing Assistance Payments	2,254,862	2,117,205	2,188,066	1,951,656
<b>Total</b>	<b>\$ 3,652,590</b>	<b>\$ 3,309,029</b>	<b>\$ 3,465,853</b>	<b>\$ 3,216,474</b>
<b>Total Operating Expenses</b>	<b>\$ 5,392,469</b>	<b>\$ 5,179,810</b>	<b>\$ 5,243,558</b>	<b>\$ 5,357,676</b>
<b>Total of Federal Awards</b>	<b>\$ 3,661,420</b>	<b>\$ 3,426,153</b>	<b>\$ 3,188,856</b>	<b>\$ 2,796,793</b>

**THE AUTHORITY AS A WHOLE**

The Authority's revenues consist primarily of rents and subsidies and grants received from HUD. The Authority receives subsidies each month based on a pre-approved amount by HUD. Grants are drawn down based on need against a pre-authorized funding level.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG PROGRAMS**

Public and Indian Housing Program:

Under the Public and Indian Housing Program, the Authority rents units that it owns to low-income households. This program is operated under an Annual Contributions Contract (ACC) with HUD. HUD's rent subsidy program provides housing assistance to low-income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts: (a) 30% of the family's adjusted monthly income, (b) 10% of the family's monthly income, or (c) the Housing Authority of the Town of Guttenberg flat rent amount.

Section 8 Housing Choice Voucher Program:

Under the Section 8 Housing Choice Voucher Program, the Authority administers contracts with independent landlords to provide housing to Section 8 tenants. The Authority subsidizes the tenant's rent through Housing Assistance Payment made to the landlord. This program is also administered under an Annual Contributions Contract (ACC) with HUD. HUD provides annual contributions funding to enable the Authority to structure a lease that sets the participants' rent at approximately 30% of household income subject to certain restrictions.

Public Housing Capital Fund Program:

The Public Housing Capital Fund was established under the Quality Housing & Work Responsibility Act of 1998 (QHWRA). Substantially all additions to land, structures and equipment are accomplished through these programs (included in the financial statements under PHA Owned Housing). These funds replace or materially upgrade deteriorated portions of existing Authority property. This fund is used for repairs, major replacements, upgrading and other non-routine maintenance work that needs to be done on the Authority's apartments to keep them clean, safe and in good condition.

PIH and Housing Choice Voucher CARES Act Program

The CARES Act requires that recipients use of CARES grants be tied to preventing, preparing for, and responding to COVID-19, including maintaining normal operations and funding eligible affordable housing activities under NAHASDA during the period the program is impacted by COVID-19. These funds may also be used to maintain normal operations and fund eligible activities during the period that a recipient's program is impacted by COVID-19. HUD expects and encourages recipients to expend funds expeditiously given the ongoing COVID-19 National Emergency.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**BUDGETARY HIGHLIGHTS**

For the year ended March 31, 2021, individual program or grant budgets were prepared by the Authority and adopted by the Board of Commissioners. The budgets were primarily used as a management tool and have no legal stature. The budgets were prepared in accordance with the accounting procedures prescribed by the applicable funding agency.

The Authority also submits its annual operating and capital budgets to the State of New Jersey Department of Community Affairs in accordance with New Jersey statute. After the New Jersey Department of Community Affairs approves the budget, it is formally adopted by resolution of the Housing Authority's Board of Commissioners. Once adopted, the Board of Commissioners may amend the legally adopted budget when unexpected modifications are required in estimated revenues and expenses.

Each fund's budget is prepared on a detailed line-item basis. Revenues are budgeted by source and expenditures are budgeted by expense classification within each revenue source.

**NEW INITIATIVES**

For the year 2021 the Housing Authority's primary focus has been on funding and accountability. As a public entity that derives approximately 70% percent of its revenue from the Department of Housing and Urban Development, (2020 was 68% percent), the Authority is constantly monitoring for any appropriation changes especially since it appears the nation is continuing an era of need for additional public assistance to help families meet the challenges of a very tumultuous economy.

The current administration of the Authority is determined to improve the financial results of the Authority's operations. The Authority has made steady progress in various phases of our operations, all the while maintaining a strong occupancy percentage in the public housing units and a high utilization rate in Housing Assistance Programs. Interactions with the residents are a constant reminder of the need of the services. Regardless of the constraints (financial or regulatory) placed on this Housing Authority, the Authority will continuously look for ways to better provide or expand housing and housing assistance to qualified residents of the Town of Guttenberg all the while being mindful of their responsibility to be good stewards of the public's tax dollars.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

1 – Capital Assets

The Authority's investment in capital assets as of March 31, 2021, was \$4,509,228 (net of accumulated depreciation). This investment in capital assets includes land, buildings, vehicles, equipment, and construction in progress. The total decreased during the year in the Authority's investment in capital assets, for the current year was \$280,396 or 6% percent. Major capital expenditures of \$377,721 were made during the year.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**CAPITAL ASSETS AND DEBT ADMINISTRATION – CONTINUED**

Major capital assets events during the fiscal year included the following:

- Elevator Upgrades
- Boiler Replacement
- Kitchen Renovations
- Air Handling Unit Installation

	March-21	March-20	Variance
Land	\$ 533,472	\$ 533,472	\$ -
Building	17,944,638	17,567,595	377,043
Furniture, Equipment - Dwelling	356,581	356,581	-
Furniture, Equipment - Administration	321,109	321,109	-
Leasehold Improvements	892,755	892,755	-
Construction in Process	668,215	667,537	678
Total Fixed Assets	20,716,770	20,339,049	377,721
Accumulated Depreciation	(16,207,542)	(15,549,425)	(658,117)
Net Book Value	\$ 4,509,228	\$ 4,789,624	\$ (280,396)

Additional information on the Authority's capital assets can be found in Note 8 to the financial statements, which is included in this report.

2 - Debt Administration

As of March 31, 2021, the Authority had no outstanding debt.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Housing Authority of Town of Guttenberg is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by Federal budget than by local economic conditions. Pressure on the federal budget will remain in the form of both record deficits and competing funding needs. We do not expect this consistent trend to change.

The capital budgets for the 2022 year have already been submitted to HUD for approval and no major changes are expected. The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing property including administrative fees involved in the modernization.

The following factors were considered in preparing the Authority's budget for the year ending March 31, 2022.

- State of New Jersey economy including the impact on tenant income. Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income. Tenant rental payments are based on tenant income.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
ON MARCH 31, 2021**

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES -CONTINUED**

- Continued increases in health care insurance are expected to impact employee benefits cost over the next several years.
- Inflationary pressure on utility rates, supplies and other cost.
- Trends in the housing market which affect rental housing available for the Section 8 tenants, along with the amount of the rents charged by the private landlords, are expected to have a continued impact on Section 8 HAP payments.
- Even if HUD was fully funded for both the Operating and Capital Funds, it is unlikely that Congress would appropriate adequate funding. Pressure on the federal budget will remain in the form of both record deficits and competing funding needs.

**CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT**

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Mr. Ruddy Andrade, Executive Director, Housing Authority of the Town of Guttenberg, 6900 Broadway, Guttenberg, New Jersey 07093, or call (201) 861-0900.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**  
**STATEMENT OF NET POSITION - 1**  
**AS MARCH 31, 2021**

	2021
<b>Assets</b>	
<b>Current Assets:</b>	
Cash and Cash Equivalents	
Operating	\$ 1,044,246
Restricted	131,600
Total cash and equivalents	1,175,846
Accounts Receivables, Net of Allowances	50,523
Prepaid Expenses	57,049
Total Current Assets	1,283,418
<b>Noncurrent Assets</b>	
Capital Assets	
Land	533,472
Building	17,944,638
Furniture, Equipment - Dwelling	356,581
Furniture, Equipment - Administration	321,109
Leasehold Improvements	892,755
Construction in Process	668,215
Total Capital Assets	20,716,770
Less: Accumulated Depreciation	(16,207,542)
Net Book Value	4,509,228
Total Assets	5,792,646
<b>Deferred Outflow of Resources</b>	
State of New Jersey P.E.R.S. and OPEB	577,461
Total Assets and Deferred Outflow of Resources	\$ 6,370,107

See accompanying notes to the financial statements.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**  
**STATEMENT OF NET POSITION - 2**  
**AS MARCH 31, 2021**

	2021
<b>Liabilities</b>	
<b>Current Liabilities:</b>	
Accounts Payable	\$ 108,472
Accrued Liabilities	46,210
Tenant Security Deposit Payable	104,306
Unearned Revenue	34,749
Total Current Liabilities	293,737
<b>Noncurrent Liabilities</b>	
Accrued Compensated Absences - Long-Term	99,390
Accrued Other Post-Employment Benefits Liabilities	3,078,117
Total Noncurrent Liabilities	3,177,507
Total Liabilities	3,471,244
<b>Deferred Inflow of Resources</b>	
State of New Jersey P.E.R.S. and OPEB	2,197,547
<b>Net Position:</b>	
Net Investment in Capital Assets	4,509,228
Unrestricted	(3,807,912)
Total Net Position	701,316
Total Liabilities, Deferred Inflow of Resources, and Net Position	\$ 6,370,107

See accompanying notes to the financial statements.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**  
**STATEMENT OF REVENUE, EXPENSES AND**  
**CHANGES IN NET POSITION**  
**FOR THE TWELVE MONTHS ENDED MARCH 31, 2021**

	2021
<b>Revenue:</b>	
Tenant Rental Revenue	\$ 1,435,135
HUD PHA Operating Grants	3,283,700
Other Revenue	95,732
Total Revenue	4,814,567
 <b>Operating Expenses:</b>	
Administrative Expense	839,270
Tenant Services	22,791
Utilities Expense	631,939
Maintenance Expense	659,933
Protective Services	48,918
Other Operating Expenses	276,639
Housing Assistance Payments	2,254,862
Depreciations Expense	658,117
Total Operating Expenses	5,392,469
 Excess Expenses From Operations	 (577,902)
 <b>Non Operating Income:</b>	
Investment Income	13,763
Excess Operating Expenses Before Capital Grant Contributions	(564,139)
 Capital Grants	 377,720
 <b>Change in Net Position</b>	 (186,419)
 Beginning Net Position	 887,735
 Ending Net Position	 \$ 701,316

See accompanying notes to the financial statements.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**  
**STATEMENT OF CASH FLOWS - 1**  
**FOR THE TWELVE MONTHS ENDED MARCH 31, 2021**

	2021
<b>Cash Flow From Operating Activities</b>	
Receipts from Tenants	\$ 1,469,903
Receipts from Federal Grants	3,375,715
Receipts from Misc. Sources	95,732
Payments to Vendors and Suppliers	(747,621)
Payments for Housing Assistance Payments	(2,254,862)
Payments to Employees	(756,233)
Payment of Employee Benefits	(420,827)
Payments for Utilities	(538,153)
Net Cash Provided by Operating Activities	223,654
 <b>Cash Flow From Capital and Related Financing Activities</b>	
Receipts from Capital Grants	377,720
Acquisitions and Construction of Capital Assets	(377,721)
Increase in Accrued Other Post-Employment Benefits Liabilities	39,277
Net Effect of Deferred Inflows and Outflows	(195,636)
Net Cash (Used) by Capital and Related Financing Activities	(156,360)
 <b>Cash Flow From Investing Activities</b>	
Interest Income	13,763
Net Cash Provided by Investing Activities	13,763
 Net Increase in Cash and Cash Equivalents	81,057
 <b>Beginning Cash, Cash Equivalents and Restricted Cash</b>	1,094,789
 <b>Ending Cash, Cash Equivalents and Restricted Cash</b>	\$ 1,175,846
 <u>Reconciliation of Cash Balances:</u>	
Cash and Cash Equivalents - Unrestricted	\$ 1,044,246
Cash and Cash Equivalents - Restricted	131,600
Total Ending Cash	\$ 1,175,846

See accompanying notes to the financial statements.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**  
**STATEMENT OF CASH FLOWS - 2**  
**FOR THE TWELVE MONTHS ENDED MARCH 31, 2021**

	2021
<b>Reconciliation of Operating Income to Net Cash</b>	
(Used) by Operating Activities	
Excess Expenses From Operations	\$ (577,902)
Adjustments to reconcile excess revenue over expenses to net cash provided by operating activities:	
Depreciation Expense	658,117
(Increase) Decrease in:	
Accounts Receivables	85,303
Prepaid Expenses	(4,780)
Increase (Decrease) in:	
Accounts Payable	(15,812)
Accrued Liabilities	36,599
Unearned Revenue	32,845
Compensated Absences	12,887
Tenant Security Deposit	(3,603)
Net Cash Provided by Operating Activities	\$ 223,654

See accompanying notes to the financial statements.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 1 - SUMMARY OF ORGANIZATION, ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES**

**1. Organization** - The Authority is a governmental, public corporation which was organized under the laws public corporation created under federal and state housing laws as defined by State statute (N.J., S.A. 4A: 12A-1, et. Seq. the Housing Authority Act) for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives for low- and moderate-income families residing in the Town of Guttenberg in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development (HUD).

The Authority is governed by a Board of Commissioners which is essentially autonomous but is responsible to the U.S. Department of Housing and Urban Development and the State of New Jersey Department of Community Affairs. An Executive Director is appointed by the Housing Authority's Board to manage the day-to-day operations of the Authority. The Authority is responsible for the development, maintenance, and management of public housing for low- and moderate-income families residing in the Town of Guttenberg. Operating and modernization subsidies are provided to the Authority by the federal government.

The financial statements include all the accounts of the Authority. The Authority is the lowest level of government over which the Authority's Board of Commissioners and Executive Director exercise oversight responsibility. The Authority is not included in any governmental "reporting entity" since its board members; while they are appointed primarily by the Mayor of Guttenberg and Town Council, the Board of Commissioners have decision making authority, the power to designate management, the responsibility to significantly influence operations, and primary responsibility for accounting and fiscal matters. The Authority has also concluded that it is excluded from the Town of Guttenberg reporting entity.

Based on the following criteria, the Authority has not identified an entity which should be subject to evaluation for inclusion in the Authority's reporting entity. The criteria for including or excluding a component unit relationship as set forth in GASB's #61 *The financial Reporting Entity* and Financial Reporting Standards, include whether:

- A. The organization is legally separate.
- B. The organization is fiscal dependency on the primary government.
- C. The organization has potential to impose a financial benefit or burden on the primary government.
- D. The organization meets the financial accountability criteria for inclusion as a component unit of the primary government.
- E. The primary government is able to impose its will on the organization.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **2. Significant Accounting Policies**

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying financial statements are presented in conformity with accounting principles generally accepted in the United States of America for governmental units as prescribed by the Governmental Accounting Standards Board (GASB) and other authoritative sources. The Authority has determined that the applicable measurement focus (flow of economic resources) and accounting basis (accrual) is similar to that of a commercial enterprise. As such, the use of proprietary funds best reflects the activities of the Authority.

The Authority has adopted GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. The Statement establishes accounting and financial reporting standards for non-exchange transactions including financial or capital resources. The Authority's primary source of non-exchange revenue relates to grants and subsidies. Grant and subsidy revenue are recognized at the time eligible program expenditures occur and/or the Authority has complied with the grant and subsidy requirements.

The Authority participates in the State of New Jersey Public Employees Retirement System (PERS), which is sponsored and administered by the New Jersey Division of Pensions and Benefits. It is a cost sharing, multiple employers defined benefit pension plan. PERS was established in January 1955 under the provision of NJ SA 43:15A to provide coverage, including post-retirement health care, for substantially all full-time employees of the state, its counties, municipalities, school districts or public agencies, provided the employee is not a member of another state administered retirement system.

#### **Basis of Accounting –**

In proprietary fund, activities are recorded using the accrual basis of accounting. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. This requires the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

The major sources of revenue are tenants dwelling rentals, HUD operating subsidy, and other revenue. Other revenue composed primarily of miscellaneous fees, portability income for the Housing Choice Voucher program, and resident's charges and late fees. The revenue is recorded as earned since it is measurable and available. The Authority provides housing assistance payments to participating owners on behalf of eligible tenants to provide decent, safe and sanitary housing for extremely low and very low-income families. Non-operating revenue and expenses consist of revenues and expenses that are related to financing and investing activities and result from non-exchange transactions or ancillary activities.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **Basis of Accounting – Continued**

HUD's rent subsidy program provides housing to low-income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts:

- (a) 30% of the family's adjusted monthly income,
- (b) 10% of the family's monthly income, or
- (c) Housing Authority of the Town of Guttenberg's flat rent amount.

Financial transactions are recorded and organized in accordance with the purpose of the transaction. Each program is an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All material inter-program accounts and transactions are eliminated in the preparation of the basic financial statements. Because the Authority's activity is considered self-financing and does not rely on specific taxes or fines (i.e. property taxes, sales and use tax etc.) no activity will be maintained as governmental funds but will be recorded as proprietary funds under the Enterprise Fund

### **Report Presentation –**

The financial statements of the Authority have been prepared in accordance with accounting principles generally accepted in the United States of America applicable to enterprise funds of State and Local Governments on a going concern basis. The focus of enterprise funds is the measurement of economic resources, that is, the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The Authority is a single enterprise fund and maintains its records on the accrual basis of accounting. Enterprise funds account for activities (i) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (ii) that are required by law or regulations that the activity's cost of providing services, including capital cost (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues, or (iii) that the pricing policies of the activity establish fees and charges, designated to recover its costs, including capital costs (such as depreciation or debt service). Under this method, revenues are recorded when earned and expenses are recorded when the related liability is incurred.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **Report Presentation – continued**

The federally funded programs administered by the Authority are detailed in the Financial Data Schedule and the Schedule of Expenditures of Federal Awards; both are which are included as Supplemental information.

### **Other accounting policies are as follows:**

- 1 – Cash and cash equivalents are stated at cost, which approximates market. The Authority considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.
- 2 – Collection losses on accounts receivable are charged against an allowance for doubtful accounts.
- 3 – Buildings and equipment are recorded at cost for all programs and depreciation is computed on the straight line basis.
- 4 – Repairs funded out of operations, such as painting, roofing and plumbing, are charged against income for all programs.
- 5 – Operating subsidies received from HUD are recorded as income when earned.
- 6 – The cost of accumulated unpaid compensated absences, including fringe benefits, is reported in the period earned rather than in the period paid.
- 7 – Prepaid expenses represent payments made by the Authority in the current year to provide services occurring in the subsequent fiscal year.
- 8 – The Authority does not have any infrastructure assets for its Enterprise Fund.
- 9 – Inter-fund receivable and payables arise from inter-fund transactions and are recorded by all funds in the period in which the transactions are executed.
- 10- Advertising cost is charged to expense when incurred.
- 11- When expenses are incurred where both restricted and unrestricted net positions are available the Authority will first use the restricted funds until they are exhausted and then the unrestricted net position will be used.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **Other accounting policies - Continued**

12- Costs related to environmental remediation are charged to expense. Other environmental costs are also charged to expense unless they increase the value of the property and/or provide future economic benefits, in which event they are capitalized. Liabilities are recognized when the expenditures are considered probable and can be reasonably estimated. Measurement of liabilities is based on currently enacted laws and regulations, existing technology, and undiscounted site-specific costs. Generally, such recognition coincides with the Authority's commitment to a formal plan of action.

13- Certain conditions may exist as of the date the financial statements are issued, which may result in a loss to the Authority but which will only be resolved when one or more future events occur or fail to occur. The Authority's management and its legal counsel assess such contingent liabilities, and such assessment inherently involves an exercise of judgment. In assessing loss contingencies related to legal proceedings that are pending against the Authority or unasserted claims that may result in such proceedings, the Authority's legal counsel evaluates the perceived merits of any legal proceedings or unasserted claims as well as the perceived merits of the amount of relief sought or expected to be sought therein. If the assessment of a contingency indicates that it is probable that a material loss has been incurred and the amount of the liability can be estimated, then the estimated liability would be accrued in the Authority's financial statements. If the assessment indicates that a potentially material loss contingency is not probable but is reasonably possible, or is probable but cannot be estimated, then the nature of the contingent liability, together with an estimate of the range of possible loss if determinable and material, would be disclosed. Loss contingencies considered remote are generally not disclosed unless they involve guarantees, in which case the nature of the guarantee would be disclosed.

### 14 - Taxes

The Authority operates as defined by the Internal Revenue Code Section 115 and is exempt from income taxes under Section 115.

Under federal, state, and local law, the Authority's program is exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of a Cooperation Agreement. Under the Cooperation Agreement, the Authority pay the municipality a 10% of its net shelter rent.



## HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

### Notes to Financial Statements

March 31, 2021

#### **Other accounting policies - Continued**

##### 15 - Net Position

In accordance with the provisions of Statement No. 34 ("Statement 34") of the Governmental Accounting Standards Board "*Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*", the Authority has classified its net position into three components - net investment in capital assets; restricted; and unrestricted. These classifications are defined as follows:

*Net Investment in Capital Assets* - This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather that portion of the debt is included in the same net position component as the unspent proceeds.

*Restricted* - This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), granters, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

*Unrestricted Net Position* - This component of net position consists of net position that do not meet the definitions of "restricted" or "net investment in capital assets."

##### 16 - Operating and non-operating revenues and expenses

The major sources of revenue are tenants dwelling rentals, HUD operating subsidy, and other revenue. Other revenue composed primarily of miscellaneous fees, portability income for the Housing Choice Voucher program, and resident's charges and late fees.

Operating revenues and expenses consist of those revenues and expenses that result from the ongoing principal operations of the Authority. Non-operating revenues and expense consist of those revenues and expenses that are related to financing and investing types of activities and result from nonexchange transactions or ancillary activities.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements

March 31, 2021

**Other accounting policies - Continued**

17-Impairment Losses

The Authority reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property including any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. No impairment losses were recognized in 2021.

18- Recent Accounting Pronouncements

The Authority has implemented all new accounting pronouncements that are in effect and that may impact its financial statements. The Authority does not believe that there are any new accounting pronouncements that have been issued that might have a material impact on its financial position or results of operations.

**Budgetary and Policy Control –**

The Authority submits its annual operating subsidy and capital budgets to HUD. The Authority also submits its annual operating and capital budgets to the State of New Jersey Department of Community Affairs in accordance with New Jersey statute. After the New Jersey Department of Community Affairs approves the budget, it is formally adopted by resolution of the Housing Authority’s Board of Commissioners. Once adopted, the Board of Commissioners may amend the legally adopted budget when unexpected modifications are required in estimated revenues and expenses. Each fund’s budget is prepared on a detailed line-item basis. Revenues are budgeted by source and expenditures are budgeted by expense classification within each revenue source.

**Activities** - The programs administered by the Authority were:

<u>Program</u>	<u>CFDA #</u>	<u>Project #</u>	<u>Units Authorized</u>
<u>Public Housing</u>			
Public and Indian Housing Program	14.850	NJ36	251
Public Housing CARES Act	14.PHC		
Public Housing Capital Fund Program	14.872	NJ36	
<u>Section 8</u>			
Section 8 Housing Choice Vouchers	14.871	NJ36	198
HCV CARES Act Funding	14.HCC		

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **Activities - continued**

#### Public and Indian Housing Program:

Under the Public and Indian Housing Program, the Authority rents units that it owns to low-income households. This program is operated under an Annual Contributions Contract (ACC) with HUD. HUD's rent subsidy program provides housing assistance to low-income families so that they are able to lease "decent, safe, and sanitary" housing for specific eligible tenants. The rent paid by the tenant is a percentage of tenant gross income subject to a \$50 minimum; it cannot exceed the greater of the following amounts: (a) 30% of the family's adjusted monthly income, (b) 10% of the family's monthly income, or (c) the Housing Authority of the Town of Guttenberg flat rent amount.

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#### Section 8 Housing Choice Voucher Program:

Under the Section 8 Housing Choice Voucher Program, the Authority administers contracts with independent landlords to provide housing to Section 8 tenants. The Authority subsidizes the tenant's rent through Housing Assistance Payment made to the landlord. This program is also administered under an Annual Contributions Contract (ACC) with HUD. HUD provides annual contributions funding to enable the Authority to structure a lease that sets the participants' rent at approximately 30% of household income subject to certain restrictions.

#### PIH and Housing Choice Voucher CARES Act Programs

The CARES Act requires that recipients use of CARES grants be tied to preventing, preparing for, and responding to COVID-19, including maintaining normal operations and funding eligible affordable housing activities under NAHASDA during the period the program is impacted by COVID-19. These funds may also be used to maintain normal operations and fund eligible activities during the period that a recipient's program is impacted by COVID-19. HUD expects and encourages recipients to expend funds expeditiously given the ongoing COVID-19 National Emergency.

#### Business Activities

The Authority operates several laundry rooms and the proceeds from the laundry machines are recorded in this account.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **Revenue from Rental Contracts**

The Authority recognizes rental revenue from tenant(s) who entered into a lease agreement (contract) for a unit in the development. The lease agreement allows the tenant use of the unit the expiration of the lease term or cancellation by the tenant or landlord due to cause. Lease terms are for one year, unless mutually agreed to by the landlord and the tenant(s) prior to move in. Tenant(s) have to be income qualified in accordance with income limitations before allowed to occupy unit.

The lease agreement has similar terms; therefore, all lease contract revenue has been aggregated in the caption rental income in the statement of income. The lease contract revenue is recognized at the end of each month when the performance obligation of providing a unit is complete. The performance obligation each month also includes applicable maintenance services provided to maintain the tenant(s) unit and the buildings(s). Since the performance of these services are completed simultaneously each month, they are treated as performance obligation.

Tenant(s) lease payments are due the first day of each month of the lease term. The monthly unit rental charge is determined based on HUD calculation. Any tenant(s) rental payment not received by the fifth day of each month will be charged a late fee. Any rental payment received in advance of the first day of the month are recognized as deferred revenue since the conditions for recognizing revenue will not occur until the end of the following month.

**Board of Commissioners** - The criteria used in determining the scope of the entity for financial reporting purposes are as follows:

1. The ability of the Board to exercise supervision of a component unit's financial independence.
2. The Board's governing authority extends to financial decision-making authority and is held primarily accountable for decisions.
3. The Board appoints the management of the Authority who is responsible for the day-to-day operations and this management are directly accountable to the Board.
4. The ability of the Board to significantly influence operations through budgetary approvals, signing and authorizing contracts, exercising control over facilities, and approving the hiring or retention of key managerial personnel.
5. The ability of the Board to have absolute authority over all funds of the Authority and have accountability in fiscal matters.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 2 - ESTIMATES**

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectibility of accounts receivable, the use, and recoverability of inventory, and the useful lives and impairment of tangible and intangible assets, among others. Estimates and assumptions are reviewed periodically, and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from the estimates.

### **NOTE 3 - PENSION PLAN**

The Authority participates in the State of New Jersey Public Employees Retirement System (PERS), which is sponsored and administered by the New Jersey Division of Pensions and Benefits. It is a cost sharing, multiple employers defined benefit pension plan. PERS was established in January 1955 under the provision of NJ SA 43:15A to provide coverage, including post-retirement health care, for substantially all full-time employees of the state, its counties, municipalities, school districts or public agencies, provided the employee is not a member of another state administered retirement system.

Membership is mandatory for such employees. Contributions to the plan are made by both the employee and the Authority. Required employee contributions to the system are based on a flat rate determined by the New Jersey Division of Pensions for active plan members. Benefits paid to retired employees are based on length of service, latest earnings, and veteran status. Authority contributions to the system are determined by PERS and are billed annually to the Authority.

The State of New Jersey, Department of Treasury, Division of Pensions and Benefits, issued publicly available financial reports that include the financial statements and required supplementary information for PERS. The financial reports may be obtained by writing to the State of New Jersey, Department of Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0925. On the web:  
<http://www.state.nj.us/treasury/pensions/pdf/financial/2014divisioncombined.pdf>

### Funding Policy

The contribution policy is set by N.J.S.A. 43:15A, Chapter 62, P.L. of 1994 and Chapter 115, P.L. of 1998, and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. Employer's contributions are actuarially determined annually by the Division of Pensions. Employee contributions are currently 7.50% of base wages.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 3 - PENSION PLAN**

#### Funding Policy -continued

The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments, and the cost of medical premiums after retirement for qualified retirees, and noncontributory death benefits. The Authority's contribution for 2021 amounted to \$84,604.

#### Post Employment Retirement Benefits

The Authority provides post employment health care benefits and life insurance for its eligible retirees. Eligibility requires that employees be 55 years or older with various years of service.

Further information on the Pension Plan and its effects due to the adoption of GASB 68 can be found in Note 16- Accrued Pension Liability.

### **NOTE 4 - CASH, CASH EQUIVALENTS**

The Housing Authority of the Town of Guttenberg cash, cash equivalents are stated at cost, which approximates market. Cash, cash equivalents and investment include cash in banks, petty cash and a money market checking account and certificates of deposit, and other investments with original maturities of less than three months from the date of purchase. For the statement of cash flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase.

#### **Concentration of Credit Risk**

HUD requires housing authorities to invest excess funds in obligations of the United States, Certificates of Deposit or any other federally insured investment. HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC/FSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority. These funds at various banks are collateral pledge under the New Jersey Government Code of the Banking Law.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 4 – CASH EQUIVALENTS AND RESTRICTED CASH – CONTINUED**

#### **Risk Disclosures**

##### Collateral for Deposits

New Jersey Authorities are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or State of New Jersey or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey Authorities. The Authority is required to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey.

##### Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from rising interest rates, the Authority's investment policy limits the Authority's investment portfolio to maturities not to exceed two years at time of purchase. On March 31, 2021, the Authority's deposits and investments were not limited and all of which are either available on demand or have maturities of less than two years.

##### Credit Risk

This is risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The Authority's investment policy is that none of its total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and instrumentalities.

The Authority's checking accounts are categorized to give indication of the level of credit risk assumed by the Authority. Custodial credit risk is the risk in the event of a bank failure, the Authority's deposits may not be returned to it. The custodial credit risk categories are described as follows:

<u>Depository Accounts</u>	<u>March-21</u>
Insured	\$ 500,200
Collateralized held by pledging bank's trust department in the Authority's name	675,646
Total Cash, Cash Equivalents	<u>\$ 1,175,846</u>



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 4 – CASH EQUIVALENTS AND RESTRICTED CASH – CONTINUED**

#### **Restricted Cash**

The Authority has restricted cash on March 31, 2021, which consists of the following:

	<u>March-21</u>
Tenant Security Deposits	\$ 104,306
HCV CARES Act Reserves	27,294
Total Restricted Cash	<u>\$ 131,600</u>

The Authority has restricted cash on March 31, 2021, in the amount of \$104,306. The amount is held as security deposits for the tenants an interest-bearing account.

The restricted cash in the amount of \$27,294 for 2021 was reported under the Housing Choice Voucher CARES Act Program for grant money received but not expend during the year and is reported as a reserve for future use.

#### **Investments**

The Authority's investments included in the total cash amount above on March 31, 2021, included the following:

<u>Investments</u>	<u>Maturities</u>	<u>Fair Value</u>
Money Market Account	Upon Demand	\$ 247,713
Savings Account	Upon Demand	28,631
Total		<u>\$ 276,344</u>

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements  
March 31, 2021

**NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts Receivable on March 31, 2021, consisted of the following:

	<u>March-21</u>
Tenants Accounts Receivable	\$ 28,828
Less: Allowance for Doubtful Accounts	<u>(16,492)</u>
Net Accounts Receivables - Tenants	<u>12,336</u>
Fraud Tenants Accounts Receivable	20,364
Less: Allowance for Doubtful Accounts	<u>(5,880)</u>
Net Accounts Receivables - Tenants Fraud	<u>14,484</u>
Accounts Receivable - HUD	<u>23,703</u>
Total Accounts Receivable Other	<u>23,703</u>
Net Accounts Receivables	<u>\$ 50,523</u>

Tenants' rents are due the first of each month. Management considers rents outstanding after the 5<sup>th</sup> day of the month as past due. The Housing Authority of the Town of Guttenberg carries its accounts receivable at cost less an allowance for doubtful accounts. Accounts are written off as uncollectible when management determines that a sufficient period has elapsed without receiving payment and the individual do not exhibit the ability to meet their obligations. Management continually monitors payment patterns of the tenants, investigates past-due accounts to assess likelihood of collections, and monitors the industry and economic trends to estimate required allowances. It is reasonably possible that management's estimate of the allowance will change.

**NOTE 6 - PREPAID EXPENSES**

Certain payments to vendors reflect cost applicable to future accounting periods and are recorded as prepaid items. All purchases of insurance premiums are written off on a monthly basis. Acquisition of materials and supplies are accounted for on the consumption method, that is, the expenses are charged when the items are consumed. Prepaid expenses on March 31, 2021, were in the amount of \$57,049 which consisted of prepaid insurance amounts.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 7 – INTERFUND ACTIVITY**

Interfund activity is reported as short-term loans, services provided during the course of operations, reimbursements, or transfers. Short term loans are reported as interfund short term receivables and payable as appropriate. The amounts between the various programs administered by the Authority on March 31, 2021, are detailed on the Financial Data Schedule of this report. Interfund receivables and payables between funds are eliminated in the Statement of Net Position.

### **NOTE 8 - FIXED ASSETS**

Fixed assets consist primarily of expenditures to acquire, construct, place in operations, and improve the facilities of the Authority and are stated by an appraisal value. Expenditures for repairs, maintenance and minor renewals are charged against income in the year they are incurred. Major renewals and betterment are capitalized. Expenditures are capitalized when they meet the Capitalization Policy requirements. Under the policy, assets purchased or constructed at a cost not exceeding \$1,000 are expensed when incurred.

Donated fixed assets are stated at their fair value on the date donated.

#### Depreciation Expense

Depreciation expense for March 31, 2021, was \$658,117. Depreciation is provided using the straight-line method over the estimated useful lives of the assets.

1. Building and Structure	40 years
2. Office Improvements	7 years
3. Site Improvements	15 years
4. Building Components	15 years
5. Office Equipment	5 years

The Authority reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property including any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. No impairment losses were recognized in 2021.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements

March 31, 2021

**NOTE 8 - FIXED ASSETS -CONTINUED**

Below is a schedule of changes in fixed assets for the twelve months ending March 31, 2021:

	March-20	Additions	Transfer	March-21
Land	\$ 533,472	\$ -	\$ -	\$ 533,472
Building	17,567,595	-	377,043	17,944,638
Furniture, Equipment - Dwelling	356,581	-	-	356,581
Furniture, Equipment - Administration	321,109	-	-	321,109
Leasehold Improvements	892,755	-	-	892,755
Construction in Process	667,537	377,721	(377,043)	668,215
Total Fixed Assets	20,339,049	377,721	-	20,716,770
Accumulated Depreciation	(15,549,425)	(658,117)	-	(16,207,542)
Net Book Value	\$ 4,789,624	\$ (280,396)	\$ -	\$ 4,509,228

Below is a schedule of the net book value of the fixed assets for the Housing Authority of the Town of Guttenberg as of March 31, 2021:

	March-21
Land	\$ 533,472
Building	3,119,575
Furniture, Equipment - Dwelling	-
Furniture, Equipment - Administration	49,751
Leasehold Improvements	138,215
Construction in Process	668,215
Net Book Value	\$ 4,509,228



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements

March 31, 2021

**NOTE 9 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

A deferred outflow is an outflow of resources, which is a consumption of net assets by the government that is applicable to the reporting period. A deferred inflow is an inflow of resources, which is an acquisition of net assets by the government that is applicable to the reporting period.

The OPEB and Pension Liability discussed in Note 15-16 resulted in the Authority incurring deferred outflows and inflows. The difference between expected and actual experience with regard to economic and demographic factors, when the actuary calculated the net OPEB and pension liability, is amortized over a five-year closed period for OPEB and PERS, reflecting the average remaining service life of members (active and inactive members), respectively. The first year of amortization is recognized as OPEB and pension expense with the remaining years shown as either a deferred outflow of resources or a deferred inflow of resources. The Authority's deferred outflows and inflows are as follows:

<b>Deferred Outflows of Resources</b>	OPEB	Pension	Total
Differences Between Expected and Actual Experiences	\$ -	\$ 22,964	\$ 22,964
Changes in Assumptions	-	40,914	40,914
Net Difference Between Projected and Actual Earning on Pension Plan Investments	1,497	43,108	44,605
Changes in Proportion and Differences Between Contributions and Proportionate Share of Contributions	192,787	258,451	451,238
Contributions Subsequent to the Measurement	-	17,740	17,740
Total	\$ 194,284	\$ 383,177	\$ 577,461

<b>Deferred Inflows of Resources</b>	OPEB	Pension	Total
Differences Between Expected and Actual Experiences	\$ 531,342	\$ 4,460	\$ 535,802
Changes in Assumptions	643,881	528,069	1,171,950
Net Difference Between Projected and Actual Earning on Pension Plan Investments	198,232	291,563	489,795
Changes in Proportion and Differences Between Contributions and Proportionate Share of Contributions	-	-	-
Contributions Subsequent to the Measurement	-	-	-
Total	\$ 1,373,455	\$ 824,092	\$ 2,197,547

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 9 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES-CONTINUED**

#### Difference in Expected and Actual Experience

The difference between expected and actual experience with regard to economic and demographic factors is amortized over a five-year closed period reflecting the average remaining service life of the plan members (active and inactive), respectively. The first year of amortization is recognized as pension expense with the remaining years shown as either deferred outflow of resources or a deferred inflow of resources. The collective amount of the difference between expected and actual experience for the fiscal year is \$22,964 and \$535,802.

#### Changes in Assumptions

The change in assumptions about future economic or demographic factors or other inputs is amortized over a five-year closed period, reflecting the average remaining service life of the plan members (active and inactive members), respectively. The first year of amortization is recognized as pension expense with the remaining years shown as either a deferred outflow of resources or a deferred inflow of resources. The collective amount of the difference between expected and actual experience for the fiscal year is \$40,914 and \$1,171,950.

#### Net Difference between Projected and Actual Investment Earnings on Pension Plan Investments

The difference between the System's expected rate of return of and the actual investment earnings on pension plan investments is amortized over a five-year closed period in accordance with GASB 68 and #75. The first year of amortization is recognized as OPEB and pension expense with the remaining years shown as either a deferred outflow of resources or a deferred inflow of resources. The collective amount of the difference between expected and actual experience for the fiscal year is \$44,605 and \$489,795.

#### Changes in Proportion and Differences between Contributions and Proportionate Share of Contributions

The change in employer proportionate share is the amount of difference between the employer proportionate shares of net pension liability in the prior year compared to the current year. The difference between employer contributions and proportionate share of contributions is the difference between the total amount of employer contributions and the amount of the proportionate share of employer contributions. The change in proportionate share and the difference between employer contributions and proportionate share of contributions is amortized over a six-year closed period for OPEB and PERS, reflecting the average remaining service life of OPEB and PERS members (active and inactive members), respectively. The changes in proportion and differences between employer contributions and proportionate share of contributions for the fiscal year are \$451,238 and \$-0-.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 10 – ACCOUNTS PAYABLE**

The Authority reported accounts payable on its Statement of Net Position as of March 31, 2021. Accounts payable vendors are amounts owed to creditors as a result of delivered goods and completed services. The Authority accounts payable on March 31, 2021, in the amount of \$108,472 consisted of the following:

	<u>March-21</u>
Accounts Payable Vendors	\$ 28,152
Accounts Payable - P.I.L.O.T.	80,320
Total Accounts Payable	<u>\$ 108,472</u>

### **NOTE 11 – ACCOUNTS PAYABLE – OTHER GOVERNMENT (PILOT PAYABLE)**

Under Federal, State and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make a payment in lieu of taxes (PILOT) for the PHA Owned Program in accordance with the provisions of its Cooperation Agreement with the Town of Guttenberg. Under the Cooperation Agreements, the Authority must pay the municipality 10% of its net shelter rent. The total amount of PILOT payable on March 31, 2021, consisted of the following:

	<u>March-21</u>
Balance Beginning of Year	\$ 90,019
P.I.L.O.T. Accrued	80,320
Less: Payments Made	(90,019)
Total P.I.L.O.T. Payable	<u>\$ 80,320</u>

### **NOTE 12 – ACCRUED EXPENSES**

The Authority reported accrued expenses on its Statement of Net Position. Accrued expenses are liabilities covering expenses incurred on or before March 31. Accrued expenses on March 31, 2021, consisted of the following:

	<u>March-21</u>
Compensated Absences - Current Portion	\$ 11,043
Accrued Utilities	35,167
Total Accrued Liabilities	<u>\$ 46,210</u>



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements  
March 31, 2021

**NOTE 13 – ACCRUED COMPENSATED ABSENCES**

Compensated absences are those for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the Authority will be accounted for in the period in which such services were rendered.

Unused sick leave may be carried to future periods without limitations and used in the event of extended illness. In the event of retirement, an employee is compensated for one-half of his unused sick days at the present daily compensation rate or six months of salary, whichever is less. Generally, unused vacation may be carried over to the next year and then must be used. In the event of separation from the Authority, the employee is eligible for compensation of up to one year plus any time earned in the year of separation.

The Authority has determined that the potential liability for accumulated vacation and sick time is as follows:

Balance March-20	Payments	Increase	Balance March-21	Current Portion
\$ 96,114	\$ (19,110)	\$ 33,429	\$ 110,433	\$ 11,043

**NOTE 14 – UNEARNED REVENUE**

The Authority reported unearned revenues on its Statement of Net Position. Unearned revenues arise when resources are received by the Authority before it has legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Authority has a legal claim to the resources, the liability for unearned revenue is removed from the statement of net position and the revenue is recognized.

The unearned revenue amount for March 31, 2021, was \$37,749 which consisted of the following:

Tenants Prepaid Rents	<u>March-21</u> \$ 7,455
HCV Cares Act Funds	27,294
Total Unearned Revenue	<u>\$ 34,749</u>

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 15 – ACCRUED PENSION AND OPEB LIABILITIES**

The Authority as of March 31, 2021, reported accrued pension and OPEB liability amounts as follows:

	<u>March-21</u>
Accrued OPEB Liability	\$ 1,816,935
Accrued Pension Liability	<u>1,261,182</u>
Total OPEB and Pension Liability	<u>\$ 3,078,117</u>

These amounts arose due to adoption of GASB #75 (OPEB) in 2019 year as well as GASB #68 (Pension) which was adopted in 2015 year. This note will discuss the liability associated with GASB #75, which is accrued other postemployment benefits. Note - 16 will discuss the effect of GASB #68 pension liability which arose from that.

#### **OPEB Liability**

The Authority as of March 31, 2021, reported a net OPEB liability in the amount of \$1,816,935 due to GASB #75. The component of the current year net OPEB liability of the Authority as of June 30, 2019, the last evaluation date, is as follows:

	<u>June-19</u>
Employer Total OPEB Liability	\$ 1,853,575
Plan Net Position	<u>(36,640)</u>
Employer Net OPEB Liability	<u>\$ 1,816,935</u>

The Authority allocation percentage is 0.013413% as of June 30, 2019.

#### **OPEB Liability – Plan Description and Benefits Provided**

*Plan Description:* The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost-sharing multiple- employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. For additional information about the Plan, please refer to the State of New Jersey (the State), Division of Pensions and Benefits' (the Division) Comprehensive Annual Financial Report (CAFR), which can be found at <https://www.state.nj.us/treasury/pensions/financial-reports.shtml>.

*Benefits Provided:* The Plan provides medical and prescription drug to retirees and their covered dependents of the participating employers. Under the provisions of Chapter 88, P.L 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 15 – OPEB LIABILITIES - CONTINUED**

#### *Benefits Provided – continued*

Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees. Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who:

- 1) retired on a disability pension; or
- 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or
- 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or
- 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiation's agreement.

Pursuant to Chapter 78, P.L, 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011, will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

#### Allocation Methodology

GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective deferred inflows of resources, and collective OPEB expense. The total OPEB liability for the year ended June 30, 2019, were \$1,816,935.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements

March 31, 2021

**NOTE 15 – OPEB LIABILITIES - CONTINUED**

*Employees covered by benefits terms:* On June 30, 2019 (the census date), the following employees were covered by the benefits terms:

Retired Employees Receiving Benefits	5
Actives Eligible for Benefits	0
Active Employees	10
Total Employees	<u>15</u>

Net OPEB Liability

The total OPEB liability as of June 30, 2019, was determined by an actuarial valuation as of June 30, 2018, which was rolled forward to June 30, 2019. The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

*Actuarial Assumptions:* The total OPEB Liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all period included in the measurement, unless otherwise specified:

Inflation Rate = 2.5%
Salary Increases
Through 2026 = 2.00% to 6.00%
Thereafter = 3.00% to 7.00%

Preretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Employee Male/Female mortality table with fully generational mortality improvement projections from the central year using the MP-2019 scale. Postretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Annuitant Male/Female mortality table with fully generational improvement projections from the central year using the MP-2019 scale. Disability mortality was based on the RP-2006 Headcount-Weighted Disabled Male/Female mortality table with fully generational improvement projections from the central year using the MP-2019 scale.

Certain actuarial assumptions used in the June 30, 2018, valuation was based on the results of the pension plans' experience studies for which the members are eligible for coverage under this Plan - the Police and Firemen Retirement System (PFRS) and the Public Employees' Retirement System (PERS). The PFRS and PERS experience studies were prepared for the periods July 1, 2013, to June 30, 2018, and July 1, 2014, to June 30, 2018, respectively.

100% of active members are considered to participate in the Plan upon retirement.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements

March 31, 2021

**NOTE 15 – OPEB LIABILITIES - CONTINUED**

Health Care Trend Assumptions

For pre-Medicare preferred provider organization (PPO) and health maintenance organization (HMO) medical benefits, the trend rate is initially 5.7% and decreases to a 4.5% long-term trend rate after eight years. For self-insured post-65 PPO and HMO medical benefits, the trend rate is 4.5%. For prescription drug benefits, the initial trend rate is 7.5% decreasing to a 4.5% long-term trend rate after eight years. The Medicare Advantage trend rate is 4.5% and will continue in all future years.

Discount Rate

The discount rate for June 30, 2019, was 3.50%. This represents the municipal bond return rate as chosen by the State. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

Sensitivity of the OPEB Liability to changes in the discount rate: The following presents the total OPEB liability of the Authority, as well as what the Authority's OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.50%) or one percentage point higher (4.50%) than the current discount rate:

	<u>Discount Rate Sensitivity</u>		
	1% Decrease 2.50%	Current Rate 3.50%	1% Increase 4.50%
	<hr/>		
Total OPEB Liability	\$ 2,100,839	\$ 1,816,935	\$ 1,586,225

Sensitivity of the OPEB Liability to changes in healthcare cost trend rates: The following presents the total OPEB liability of the Authority, as well as what the Authority's OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates than the current healthcare cost trend rates:

	<u>Healthcare Cost Inflation Rate Sensitivity</u>		
	1% Decrease	Current	1% Increase
	<hr/>		
Total OPEB Liability	\$ 1,533,269	\$ 1,816,935	\$ 2,178,798

Change in Assumptions: Effective June 30, 2019.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### NOTE 15 – OPEB LIABILITIES - CONTINUED

#### Changes in Proportion

The previous amounts do not include employer specific deferred outflows of resources and deferred inflow of resources related to the changes in proportion. These amounts should be recognized (amortized) by each employer over the average remaining service lives of all plan members, which is 8.05, 8.14 and 8.04 years for the 2019, 2018 and 2017 amounts, respectively.

#### *Changes in Net OPEB Liability:*

<b><u>Total OPEB Liability</u></b>	<b><u>2020</u></b>
Service Cost	\$ 89,408
Interest on Total OPEB liability	85,318
Expected Investment Return	(1,514)
Administrative Expenses	1,271
Changes in Benefits Term	(255)
Current Period Deferred Inflows/Outflows of Resources	(83,081)
Changes in Assumptions or Other Inputs	(108,562)
Net Difference Between Projected and Actual Investments Earning on OPEB Plan	
Investments	480
Benefit Payments	-
Change in Plan	<u>(1,135,055)</u>
Net Change in Total OPEB Liability	<u>(1,151,990)</u>
Total OPEB Liability, Beginning	<u>2,968,925</u>
Total OPEB Liability, Ending	<u>\$ 1,816,935</u>



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 15 – OPEB LIABILITIES - CONTINUED**

#### OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expenses as follows:

Year Ending June 30, 2020	\$	(191,162)
Year Ending June 30, 2021		(191,162)
Year Ending June 30, 2022		(191,280)
Year Ending June 30, 2023		(191,469)
Year Ending June 30, 2024		(191,643)
Therafter		(217,011)
Total	\$	<u>(1,173,727)</u>

### **NOTE 16 – ACCRUED PENSION LIABILITY**

#### Net Pension Liability Information

The Authority as of March 31, 2021, reported a net pension liability in the amount of \$1,261,182 due to GASB 68. The component of the current year net pension liability of the Authority as of June 30, 2020, the last evaluation date, is as follows:

	June-20
Employer Total Pension Liability	\$ 3,049,658
Plan Net Position	(1,788,476)
Employer Net Pension Liability	<u>\$ 1,261,182</u>

The Authority allocation percentage is 0.007733812% as of June 30, 2020.

#### Plan Description

The Authority participates in the State of New Jersey Public Employees Retirement System (PERS), which is sponsored and administered by the New Jersey Division of Pensions and Benefits. The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division).

For additional information about PERS, please refer to Division's Comprehensive Annual Financial Report (CAFR) which can be found at [www.state.nj.gov/treasury/pensions/financial-reports.shtml](http://www.state.nj.gov/treasury/pensions/financial-reports.shtml).

## HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

### Notes to Financial Statements

March 31, 2021

#### **NOTE 16 – ACCRUED PENSION LIABILITY - CONTINUED**

##### Net Pension Liability Information

The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of PERS. The Authority participates in the State of New Jersey, Public Employees' Retirement System (PERS).

The following represents the membership tiers for PERS:

- 1) Tier 1 – Members who enrolled prior to July 1, 2007
- 2) Tier 2 – Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
- 3) Tier 3 – Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
- 4) Tier 4 – Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
- 5) Tier 5 – Members who were eligible to enroll on or after June 28, 2011.

##### Allocation Percentage Methodology

Although the Division administers one cost-sharing multiple-employer defined benefit pension plan, separate (sub) actuarial valuations are prepared to determine the actuarial determined contribution rate by group. Following this method, the measurement of the collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense excluding that attributable to employer-paid member contributions are determined separately for each individual employer of the State and local groups of the plan.

To facilitate the separate (sub) actuarial valuations, the Division maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the schedule of employer allocations are applied to amounts presented in the schedules of pension amounts by employer.

The allocation percentages for each group as of June 30, 2020, are based on the ratio of each employer's contributions to total employer contributions of the group for the fiscal years ended June 30, 2020.

The contribution for PERS is set by NJSA 43:15A and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount, which include the employer portion of the normal cost and an amortization of the unfunded accrued liability.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 16 – ACCRUED PENSION LIABILITY – CONTINUED**

Funding for noncontributory group insurance benefits is based on actual claims paid. For fiscal year 2020 the State's pension contribution was less than the actuarial determined amount.

#### Net Pension Liability Information

The local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability.

The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012, and will be adjusted by the rate of return on the actuarial value of assets.

#### Actuarial Assumptions

The total pension liability for June 30, 2020, measurement dates were determined by using an actuarial valuation as of July 1, 2019, with update procedures used to roll forward the total pension liability to June 30, 2020. The actuarial valuations used the following actuarial assumptions:

Inflation	2.75%
Salary Increases:	
Through 2026	2.00-6.00%, based on age
Thereafter	3.00-7.00%, based on age
Investment Rate of Return	7.00%

Pre-retirement mortality rates were based on the Pub-2010 Employee Preretirement Mortality Table for male and female active participants. For local employees, mortality tables are set back 2 years for males and 7 years for females.

In addition, the tables provide for future improvements in mortality from the base year of 2010 using a generational approach based on the plan actuary's modified MP-2020 projection scale. Post-mortality rates were based on the Pub-2010 Combined Healthy Male and Female Mortality Tables (setback 1 year for males and females) for service retirements and beneficiaries of former members and a one-year static projection based on mortality improvement Scale AA. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from the base year of 2010 using a generational approach based on the plan actuary's modified MP-2020 projection scale.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements

March 31, 2021

**NOTE 16 – ACCRUED PENSION LIABILITY - CONTINUED**

Actuarial Assumptions – Continued

Disability retirement rates used to value disabled retirees were based on the Pub-2010 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

The actuarial assumptions used in the July 1, 2019, evaluation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2020. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities were higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% on June 30, 2020, is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2020, as summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Risk Mitigation Strategies	3.00%	3.40%
Cash Equivalents	4.00%	0.50%
U.S. Treasuries	5.00%	1.94%
Investment Grade Credit	8.00%	2.67%
High Yield	2.00%	5.95%
Private Credit	8.00%	7.59%
Real Assets	3.00%	9.73%
Real Estate	8.00%	9.56%
U.S. Equity	27.00%	7.71%
Non-U.S. Developed Markets Equity	13.50%	8.57%
Emerging Markets Equity	5.00%	10.23%
Private Equity	13.00%	11.42%
	<u>100%</u>	

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements  
March 31, 2021

**NOTE 16 – ACCRUED PENSION LIABILITY - CONTINUED**

Discount Rate

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2020. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00%, and a municipal bond rate of 2.21% as of June 30, 2020, based on the Bond Buyer Go 20-Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the most recent fiscal year.

The State employer contributed 70% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2057.

Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Net Pension Liability to the Discount Rate Assumption

The following presents the current-period net pension liability of the employers calculated using the current-period discount rate assumption of 7.00% percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.00% percent) or 1 percentage-point higher (8.00% percent) than the current assumption (in thousands). Sensitivity of the Authority's proportionate share of the Net Pension Liability due to change in the Discount Rate:

	1% Decrease (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
Authority's Proportionate Share of the Net Pension Liability (Asset)	\$ 1,780,457	\$ 1,261,182	\$ 1,002,371

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 16 – ACCRUED PENSION LIABILITY - CONTINUED**

#### Collective Deferred Outflows of Resources and Deferred Inflows of Resources

The amounts reported as deferred outflows of resources and deferred inflows of resources (excluding employer specific amounts) related to pensions will be recognized in pension expense as follows:

Year Ending June 30, 2021	\$ (267,513)
Year Ending June 30, 2022	(249,183)
Year Ending June 30, 2023	(143,111)
Year Ending June 30, 2023	(57,315)
Year Ending June 30, 2025	(11,298)
Total	<u>\$ (728,420)</u>

#### Changes in Proportion

The previous amounts do not include employer specific deferred outflows of resources and deferred inflows of resources related to changes in proportion. These amounts should be recognized (amortized) by each employer over the average of the expected remaining service lives of all plan members, which is 5.21, 5.63, 5.48, 5.57, 5.72, and 6.44 years for the 2020, 2019, 2018, 2017, 2016, 2015, and 2014 amounts, respectively.

#### Pension Expense

The components of allocable pension expense, which exclude pension expense related to specific liabilities of individual employers, for the plan fiscal year ending June 30, 2020, are as follows:

Service Cost	\$ 100,392
Interest on the Total Pension Liability	340,956
Benefits ChANGES	(2,115)
Member Contributions	(70,295)
Administrative Expenses	1,498
Expected Investment Return Net of Investment Expenses	(150,831)
Pension Expense Related to Specific Liabilities of Individual Employers	(143)
Current Period Recognition (Amortization) of Deferred Outflows and Inflows of Resources:	
Difference Between Expected and Actual Experience	31,929
Changes of Assumptions	(183,425)
Differences Between Projected and Actual Investment Earnings on Pension Plan Investments	32,656
Total	<u>\$ 100,621</u>



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Notes to Financial Statements  
March 31, 2021

**NOTE 17 – NET INVESTMENT IN CAPITAL ASSETS**

This component consists of land, construction in process and depreciable assets, net of accumulation and net of related debt outstanding. If there are significant unspent related debt proceeds as of year-end, the portion of the debt related to the unspent proceeds is not included in the calculation of investment in Net Investment in Capital Assets. Rather, that portion of the debt is included in the same net asset component as the unspent proceeds.

Balance March 31, 2020	\$ 4,789,624
Fixed Asset Acquisitions	377,721
Depreciation Expense	<u>(658,117)</u>
Balance March 31, 2021	<u><u>\$ 4,509,228</u></u>

**NOTE 18 – RESTRICTED NET POSITION**

The Authority’s Restricted Net Position account balance on March 31, 2021, is \$-0-. The detail of the restricted reserve account balances is as follows:

	<u>HAP Reserves</u>
Balance as of March 31, 2020	\$ 8,241
Decrease During the Year	<u>(8,241)</u>
Balance as of March 31, 2021	<u><u>\$ -</u></u>

Housing Choice Voucher Program - Reserves

The restricted cash in the amount of \$-0- was reported under the Housing Choice Voucher Program as a HAP reserve for future use. In accordance with HUD’s PIH Notice 2007-03, the reserve fund balance may only be used to assist additional families up to the number of units under contract.

Housing Choice Voucher Program HUD Held Reserves Funds

Effective January 1, 2012, HUD was required to control the disbursement of funds in such a way that the Authority does not receive funds before they are needed, resulting in the re-establishment of HUD held program reserves to comply with the Treasury requirements. HUD held reserve is a holding account at the HUD level that maintains the excess of HAP funds that have been obligated (ABA) but undisbursed to the Authority. The excess HAP funds will remain obligated but not disbursed to the Authority. HUD will hold these funds until needed by the Authority. The amount of HUD held reserves for the Authority on March 31, 2021, was \$388,227.

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 19 – UNRESTRICTED NET POSITION**

The Authority's unrestricted net position account balance on March 31, 2021, is a negative (\$3,807,912). The detail of the account balance is as follows:

	PIH Reserve	HCV ADM Reserves	Business Activities	Total
Balance as of March 31, 2020	\$ (3,855,946)	\$ (278,368)	\$ 224,184	\$ (3,910,130)
Increase During the Year	60,707	17,982	23,529	102,218
Decrease During the Year	-	-	-	-
Balance as of March 31, 2021	<u>\$ (3,795,239)</u>	<u>\$ (260,386)</u>	<u>\$ 247,713</u>	<u>\$ (3,807,912)</u>

### **NOTE 20 – CONSTRUCTION COMMITMENTS**

On March 31, 2021, the Authority outstanding construction commitments pertaining to its capital fund were not material. The cost pertaining to such commitments will be paid by grants approved and committed to the Authority by the U.S. Department of Housing and Urban Development.

### **NOTE 21 - ANNUAL CONTRIBUTIONS BY FEDERAL AGENCIES**

Annual Contributions Contracts for the Section 8 Housing Choice Voucher Program to provide for housing assistance payments to private owners of residential units on behalf of eligible low or very low-income families. The programs provide for such payment with respect to existing housing covering the difference between the maximum rental on a dwelling unit, and the amount of rent contribution by the participating family and related administrative expense. HUD contributions for the Housing Choice Voucher for March 31, 2021, were in the amount of \$2,366,272.

### **NOTE 22 - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS**

The Authority operations are concentrated in the low-income housing real estate market. In addition, the Authority operates in a heavily regulated environment. The operations of the Authority are subject to the administrative directives, rules and regulations of federal, state, and local regulatory agencies, including, but not limited to HUD. Such administrative directives, rules, and regulations are subject to change by an act of congress, or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

Total financial support by HUD was \$3,661,420 to the Authority which represents approximately 70% percent of the Authority's total revenue for the year ended March 31, 2021.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 23 – CONTINGENCIES AND COMMITMENTS**

Litigation – On March 31, 2021, the Authority was not involved in any threatened litigation.

#### Contingencies

The Authority is subject to possible examinations made by federal and state authorities who determine compliance with terms, conditions, laws, and regulations governing other grants given to the Authority in the current and prior years. There were no such examinations for the years ended March 31, 2021.

#### Other Insurance

The Authority is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; injuries to employees; errors and omissions; natural disasters; etc. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three years.

#### Unemployment Insurance

The Authority provides unemployment insurance through direct billings from the New Jersey Unemployment Insurance Fund. For the year ended March 31, 2021, the Authority paid no benefits from the unemployment reserve. On March 31, 2021, the Authority did not recognize a liability for unpaid, unasserted claims, if any, as these would be deemed immaterial.

#### National Health Emergency

The United States is presently during a national health emergency related to the COVID-19 virus (coronavirus). The overall consequences of coronavirus on a national, regional and local level are unknown, but has the potential to result in a significant economic impact. On March 27, 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law to provide additional funding to Public Housing Authority's to prevent, prepare for and respond to coronavirus, including to maintain normal operations during the period the program was impacted. During the year ended March 31, 2021, the Authority received a \$132,326 in total CARES Act funding of which \$27,294 was unspent. The overall impact of this situation on the Authority and its future results and financial position is not presently determinable.



# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## Notes to Financial Statements

March 31, 2021

### **NOTE 24 – SUBSEQUENT EVENTS**

#### Coronavirus Pandemic:

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that these impacts will continue for some time. There has been no immediate impact to the Authority's operations. Future potential impacts may include disruptions or restrictions on our employees' ability to work or the tenant's ability to pay the required monthly rent. Operating functions that may be changed include intake, recertification's and maintenance. Changes to the operating environment may increase operating costs. Additional impacts may include the ability of tenants to continue making rental payments as a result of job loss or other pandemic related issues. The future effects of these issues are unknown. The Authority already received additional operating subsidy from HUD to offset these expenses.

Events that occur after the statement of net position date but before the financial statements were available to be issued, must be evaluated for recognition, or disclosed. The effects of subsequent events that provide evidence about conditions that existed after the statement of net assets date required disclosure in the accompanying notes. Management has evaluated the activity of the Authority thru October 8, 2021; the date which the financial statements were available for issue and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Required Supplementary Information

March 31, 2021

**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS LAST TEN FISCAL YEARS**

GASB #75 requires supplementary information which includes changes in the Authority's total OPEB liability along with related ratios as listed below.

<b><u>Total OPEB Liability</u></b>	<b>2019</b>	<b>2020</b>
Service Cost	\$ 47,279	\$ 89,408
Interest on Total OPEB liability	110,205	85,318
Expected Investment Return	-	(1,514)
Administrative Expenses	-	1,271
Changes in Benefits Term	-	(255)
Resources	-	(83,081)
Changes in Assumptions or Other Inputs	-	(108,562)
Net Difference Between Projected and Actual Investments Earning on OPEB Plan	-	
Investments		480
Benefit Payments	(177,371)	-
Change in Plan	-	(1,135,055)
Net Change in Total OPEB Liability	(19,887)	(1,151,990)
Total OPEB Liability, Beginning	2,988,812	2,968,925
Total OPEB Liability, Ending	<u>\$ 2,968,925</u>	<u>\$ 1,816,935</u>
Covered, Employee Payroll	\$ 694,102	\$ 695,136
Total OPEB Liability as a percentage of covered employee payroll	427.74%	261.38%

*Schedule is intended to show information for ten years. Additional years will be displayed as they become available.*

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Required Supplementary Information

March 31, 2021

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM**

GASB #68 requires supplementary information which includes the Authority's share of the net pension liability along with related ratios as listed below. The schedule below displays the Authority's proportionate share of Net Pension Liability.

	2021	2020	2019	2018
Housing Authority's proportion of the net pension liability	0.007733812%	0.006781395%	0.00630355%	0.00754755%
Housing Authority's proportionate share of the net pension liability	\$ 1,261,182	\$ 1,221,905	\$ 1,241,138	\$ 1,756,949
Housing Authority's covered employee payroll	\$ 691,764	\$ 695,136	\$ 694,102	\$ 624,346
Housing Authority's proportionate share of the net pension liability as a percentage of its covered-employee payroll	182.31%	175.78%	178.81%	281.41%
Plan fiduciary net position as a percentage of the total pension liability	41.35%	43.43%	53.60%	48.01%

*\*The amounts determined for each fiscal year were determined as of June 30.*

*Schedule is intended to show information for ten years. Additional years will be displayed as they become available.*



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Required Supplementary Information

March 31, 2021

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM**

GASB #68 requires supplementary information which includes the Authority's share of the net pension liability along with related ratios as listed below. The schedule below displays the Authority's proportionate share of Net Pension Liability.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Housing Authority's proportion of the net pension liability	0.01177889%	0.01236141%	0.01784493%
Housing Authority's proportionate share of the net pension liability	\$ 3,488,570	\$ 2,774,892	\$ 147,111
Housing Authority's covered employee payroll	\$ 867,407	\$ 782,908	\$ 847,821
Housing Authority's proportionate share of the net pension liability as a percentage of its covered-employee payroll	402.18%	354.43%	17.35%
Plan fiduciary net position as a percentage of the total pension liability	59.86%	52.07%	52.08%

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Required Supplementary Information

March 31, 2021

**SCCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM**

The schedule below displays the Authority's contractually required contributions along with related ratios.

	2021	2020	2019	2018
Contractually required contribution	\$ 84,604	\$ 65,963	\$ 62,700	\$ 69,920
Contribution in relation to the contractually required contribution	(84,604)	(69,920)	(62,700)	(69,920)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Authority's covered payroll	\$ 691,764	\$ 695,136	\$ 694,102	\$ 624,346
Contribution as a percentage of covered employee payroll	12.23%	10.06%	9.03%	11.20%

*\*The amounts determined for each fiscal year were determined as of June 30.*

*Schedule is intended to show information for ten years. Additional years will be displayed as they become available.*

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Required Supplementary Information  
March 31, 2021

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY OF THE PUBLIC EMPLOYEE RETIREMENT SYSTEM**

The schedule below displays the Authority's contractually required contributions along with related ratios.

	<u>2017</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 104,642	\$ 106,275	\$ 147,111
Contribution in relation to the contractually required contribution	(104,642)	(106,275)	(147,111)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Authority's covered payroll	\$ 867,407	\$ 782,908	\$ 847,821
Contribution as a percentage of covered employee payroll	12.06%	13.57%	17.35%



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE TWELVE MONTHS ENDED MARCH 31, 2021**

Programs funded by:  
U.S. Department of Housing and Urban Development

	CFDA #'s	Beginning Balance	Revenue Recognized	Fiscal Year Expenditures	Ending Balance
<u>Public and Indian Housing Program</u>					
NJ036	14.850	\$ -	\$ 595,024	\$ 595,024	\$ -
<u>PIH CARES ACT</u>					
NJ036-DC	14.PHC	-	60,432	60,432	-
Grant Total	14.850	-	655,456	655,456	-
<u>Section 8 Housing Choice Voucher Program</u>					
NJ036	14.871	-	2,366,272	2,366,272	-
<u>HCV CARES Act Funding</u>					
	14.HCC	-	44,600	44,600	-
Grant Total	14.871	-	2,410,872	2,410,872	-
<u>Public Housing Capital Fund Program</u>					
NJ39PO036	14.872	-	595,092	595,092	-
Grant Total	14.872	-	595,092	595,092	-
Total Expenditures of Federal Awards		\$ -	\$ 3,661,420	\$ 3,661,420	\$ -

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE TWELVE MONTHS ENDED MARCH 31, 2021**

**Note 1. Presentation:**

The accompanying Schedule of Expenditures of Federal Awards includes the federal award activity of the Housing Authority of the Town of Guttenberg is under programs of the federal government for the year ended March 31, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority of the Town of Guttenberg, it is not intended to and does not present the financial position, change in net position, or cash flow of the Housing Authority of the Town of Guttenberg.

**Note 2. Summary of Significant Accounting Policies:**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note 3. Indirect Cost Rate**

The Housing Authority of the Town of Guttenberg has not elected to use the 10 percent de minimis indirect cost rate as allowable under the Uniform Guidance.

**Note 4. Loans Outstanding:**

The Housing Authority of the Town of Guttenberg had no outstanding loans as of March 31, 2021.

**Note 5. Non- Cash Federal Assistance:**

The Authority did not receive any non-cash Federal assistance for the year ended March 31, 2021.

**Note 6. Sub recipients:**

Of the federal expenditures presented in the schedule above, the Housing Authority of the Town of Guttenberg did not provide federal awards to any sub recipients.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
STATEMENT AND CERTIFICATION OF  
ACTUAL CAPITAL FUND GRANT COST  
AS OF MARCH 31, 2021**

	NJ39PO36-501-16		
	Budget	Actual Cost	Overrun
Operations	\$ 96,415	\$ 96,415	\$ -
Management Improvements	38,000	38,000	-
Administration	38,566	38,566	-
Fees & Cost	28,306	28,306	-
Dwelling Structure	150,373	150,373	-
Nondwelling Equipment	34,000	34,000	-
<b>Total</b>	<b>\$ 385,660</b>	<b>\$ 385,660</b>	<b>\$ -</b>
 Funds Advanced	 \$ 385,660		
Funds Expended	385,660		
 Excess of Funds Advanced	 \$ -		

1. The distribution of cost by project and account classification accompanying the Actual Capital Fund Cost Certificates submitted to HUD for approval were in agreement with the Authority's records.
2. All Capital Fund cost have been paid and all related liabilities have been discharged through payment.
3. The Capital Fund Program 501-16 was completed by March 16, 2020.
4. There were no budget overruns noted.



**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
STATEMENT AND CERTIFICATION OF  
ACTUAL CAPITAL FUND GRANT COST  
AS OF MARCH 31, 2021**

	NJ39PO36-501-17		
	Budget	Actual Cost	Overrun
Operations	\$ 89,488	\$ 89,488	\$ -
Management Improvements	7,499	7,499	-
Administration	35,795	35,795	-
General Capital Activity	225,171	225,171	-
Total	\$ 357,953	\$ 357,953	\$ -
Funds Advanced	\$ 357,953		
Funds Expended	357,953		
Excess of Funds Advanced	\$ -		

1. The distribution of cost by project and account classification accompanying the Actual Capital Fund Cost Certificates submitted to HUD for approval were in agreement with the Authority's records.
2. All Capital Fund cost have been paid and all related liabilities have been discharged through payment.
3. The Capital Fund Program 501-17 was completed by March 1, 2021.
4. There were no budget overruns noted.

Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
111 Cash - Unrestricted	\$606,523	\$238	\$247,713	\$189,772		\$1,044,246	\$1,044,246
112 Cash - Restricted - Modernization and Development							
113 Cash - Other Restricted					\$27,294	\$27,294	\$27,294
114 Cash - Tenant Security Deposits	\$104,306					\$104,306	\$104,306
115 Cash - Restricted for Payment of Current Liabilities							
100 Total Cash	\$710,829	\$238	\$247,713	\$189,772	\$27,294	\$1,175,846	\$1,175,846
121 Accounts Receivable - PHA Projects							
122 Accounts Receivable - HUD Other Projects	\$13,333	\$2,385		\$7,985		\$23,703	\$23,703
124 Accounts Receivable - Other Government							
125 Accounts Receivable - Miscellaneous							
126 Accounts Receivable - Tenants	\$28,828					\$28,828	\$28,828
126.1 Allowance for Doubtful Accounts - Tenants	-\$16,492					-\$16,492	-\$16,492
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0		\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current							
128 Fraud Recovery	\$20,364					\$20,364	\$20,364
128.1 Allowance for Doubtful Accounts - Fraud	-\$5,880					-\$5,880	-\$5,880
129 Accrued Interest Receivable							
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$40,153	\$2,385	\$0	\$7,985	\$0	\$50,523	\$50,523
131 Investments - Unrestricted							
132 Investments - Restricted							
135 Investments - Restricted for Payment of Current Liability							
142 Prepaid Expenses and Other Assets	\$57,049					\$57,049	\$57,049
143 Inventories							
143.1 Allowance for Obsolete Inventories							
144 Inter Program Due From	\$0	\$0				\$0	\$0
145 Assets Held for Sale							
150 Total Current Assets	\$808,031	\$2,623	\$247,713	\$197,757	\$27,294	\$1,283,418	\$1,283,418
161 Land	\$533,472					\$533,472	\$533,472
162 Buildings	\$17,944,638					\$17,944,638	\$17,944,638
163 Furniture, Equipment & Machinery - Dwellings	\$356,581					\$356,581	\$356,581
164 Furniture, Equipment & Machinery - Administration	\$321,109					\$321,109	\$321,109



Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
165 Leasehold Improvements	\$892,755					\$892,755	\$892,755
166 Accumulated Depreciation	-\$16,207,542					-\$16,207,542	-\$16,207,542
167 Construction in Progress	\$668,215					\$668,215	\$668,215
168 Infrastructure							
160 Total Capital Assets, Net of Accumulated Depreciation	\$4,509,228	\$0	\$0	\$0	\$0	\$4,509,228	\$4,509,228
171 Notes, Loans and Mortgages Receivable - Non-Current							
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due							
173 Grants Receivable - Non Current							
174 Other Assets							
176 Investments in Joint Ventures							
180 Total Non-Current Assets	\$4,509,228	\$0	\$0	\$0	\$0	\$4,509,228	\$4,509,228
200 Deferred Outflow of Resources	\$549,631			\$27,830		\$577,461	\$577,461
290 Total Assets and Deferred Outflow of Resources	\$5,866,890	\$2,623	\$247,713	\$225,587	\$27,294	\$6,370,107	\$6,370,107
311 Bank Overdraft							
312 Accounts Payable <= 90 Days	\$25,529	\$2,623				\$28,152	\$28,152
313 Accounts Payable >90 Days Past Due							
321 Accrued Wage/Payroll Taxes Payable							
322 Accrued Compensated Absences - Current Portion	\$10,072			\$971		\$11,043	\$11,043
324 Accrued Contingency Liability							
325 Accrued Interest Payable							
331 Accounts Payable - HUD PHA Programs							
332 Account Payable - PHA Projects							
333 Accounts Payable - Other Government	\$80,320					\$80,320	\$80,320
341 Tenant Security Deposits	\$104,306					\$104,306	\$104,306
342 Unearned Revenue	\$7,455				\$27,294	\$34,749	\$34,749
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue							
344 Current Portion of Long-term Debt - Operating Borrowings							
345 Other Current Liabilities							
346 Accrued Liabilities - Other	\$35,167					\$35,167	\$35,167



Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
347 Inter Program - Due To							
348 Loan Liability - Current							
310 Total Current Liabilities	\$262,849	\$2,623	\$0	\$971	\$27,294	\$293,737	\$293,737
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue							
352 Long-term Debt, Net of Current - Operating Borrowings							
353 Non-current Liabilities - Other							
354 Accrued Compensated Absences - Non Current	\$90,647			\$8,743		\$99,390	\$99,390
355 Loan Liability - Non Current							
356 FASB 5 Liabilities							
357 Accrued Pension and OPEB Liabilities	\$2,840,258			\$237,859		\$3,078,117	\$3,078,117
350 Total Non-Current Liabilities	\$2,930,905	\$0	\$0	\$246,602	\$0	\$3,177,507	\$3,177,507
300 Total Liabilities	\$3,193,754	\$2,623	\$0	\$247,573	\$27,294	\$3,471,244	\$3,471,244
400 Deferred Inflow of Resources	\$1,959,147			\$238,400		\$2,197,547	\$2,197,547
508.4 Net Investment in Capital Assets	\$4,509,228	\$0		\$0	\$0	\$4,509,228	\$4,509,228
511.4 Restricted Net Position	\$0	\$0		\$0	\$0	\$0	\$0
512.4 Unrestricted Net Position	-\$3,795,239	\$0	\$247,713	-\$260,386	\$0	-\$3,807,912	-\$3,807,912
513 Total Equity - Net Assets / Position	\$713,989	\$0	\$247,713	-\$260,386	\$0	\$701,316	\$701,316
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$5,866,890	\$2,623	\$247,713	\$225,587	\$27,294	\$6,370,107	\$6,370,107

Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
70300 Net Tenant Rental Revenue	\$1,405,465					\$1,405,465	\$1,405,465
70400 Tenant Revenue - Other	\$29,670					\$29,670	\$29,670
70500 Total Tenant Revenue	\$1,435,135	\$0	\$0	\$0	\$0	\$1,435,135	\$1,435,135
70600 HUD PHA Operating Grants	\$812,396	\$60,432		\$2,366,272	\$44,600	\$3,283,700	\$3,283,700
70610 Capital Grants	\$377,720					\$377,720	\$377,720
70710 Management Fee							
70720 Asset Management Fee							
70730 Book Keeping Fee							
70740 Front Line Service Fee							
70750 Other Fees							
70700 Total Fee Revenue							
70800 Other Government Grants							
71100 Investment Income - Unrestricted	\$9,931		\$618	\$3,214		\$13,763	\$13,763
71200 Mortgage Interest Income							
71300 Proceeds from Disposition of Assets Held for Sale							
71310 Cost of Sale of Assets							
71400 Fraud Recovery				\$16,246		\$16,246	\$16,246
71500 Other Revenue	\$4,525		\$36,685	\$38,276		\$79,486	\$79,486
71600 Gain or Loss on Sale of Capital Assets							
72000 Investment Income - Restricted							
70000 Total Revenue	\$2,639,707	\$60,432	\$37,303	\$2,424,008	\$44,600	\$5,206,050	\$5,206,050
91100 Administrative Salaries	\$298,079			\$75,848		\$373,927	\$373,927
91200 Auditing Fees	\$5,425			\$5,450		\$10,875	\$10,875
91300 Management Fee							
91310 Book-keeping Fee							
91400 Advertising and Marketing							
91500 Employee Benefit contributions - Administrative	\$87,059			\$22,175		\$109,234	\$109,234
91600 Office Expenses					\$28,805	\$28,805	\$28,805
91700 Legal Expense	\$43,007			\$5,000		\$48,007	\$48,007
91800 Travel							
91810 Allocated Overhead							
91900 Other	\$215,196			\$45,931	\$7,295	\$268,422	\$268,422



Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
91000 Total Operating - Administrative	\$648,766	\$0	\$0	\$154,404	\$36,100	\$839,270	\$839,270
92000 Asset Management Fee							
92100 Tenant Services - Salaries							
92200 Relocation Costs							
92300 Employee Benefit Contributions - Tenant Services							
92400 Tenant Services - Other	\$1,398	\$12,893			\$8,500	\$22,791	\$22,791
92500 Total Tenant Services	\$1,398	\$12,893	\$0	\$0	\$8,500	\$22,791	\$22,791
93100 Water	\$98,617					\$98,617	\$98,617
93200 Electricity	\$180,465					\$180,465	\$180,465
93300 Gas	\$131,943					\$131,943	\$131,943
93400 Fuel							
93500 Labor	\$61,214					\$61,214	\$61,214
93600 Sewer	\$127,128					\$127,128	\$127,128
93700 Employee Benefit Contributions - Utilities	\$32,572					\$32,572	\$32,572
93800 Other Utilities Expense							
93000 Total Utilities	\$631,939	\$0	\$0	\$0	\$0	\$631,939	\$631,939
94100 Ordinary Maintenance and Operations - Labor	\$244,855	\$11,768				\$256,623	\$256,623
94200 Ordinary Maintenance and Operations - Materials and Other	\$89,982	\$34,013	\$13,774			\$137,769	\$137,769
94300 Ordinary Maintenance and Operations Contracts	\$202,806					\$202,806	\$202,806
94500 Employee Benefit Contributions - Ordinary Maintenance	\$60,977	\$1,758				\$62,735	\$62,735
94000 Total Maintenance	\$598,620	\$47,539	\$13,774	\$0	\$0	\$659,933	\$659,933
95100 Protective Services - Labor	\$32,632					\$32,632	\$32,632
95200 Protective Services - Other Contract Costs							
95300 Protective Services - Other							
95500 Employee Benefit Contributions - Protective Services	\$16,286					\$16,286	\$16,286
95000 Total Protective Services	\$48,918	\$0	\$0	\$0	\$0	\$48,918	\$48,918
96110 Property Insurance	\$61,480					\$61,480	\$61,480
96120 Liability Insurance	\$33,197					\$33,197	\$33,197



Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
96130 Workmen's Compensation	\$25,100					\$25,100	\$25,100
96140 All Other Insurance	\$43,114					\$43,114	\$43,114
96100 Total Insurance Premiums	\$162,891	\$0	\$0	\$0	\$0	\$162,891	\$162,891
96200 Other General Expenses							
96210 Compensated Absences	\$28,427			\$5,001		\$33,428	\$33,428
96300 Payments in Lieu of Taxes	\$80,320					\$80,320	\$80,320
96400 Bad debt - Tenant Rents							
96500 Bad debt - Mortgages							
96600 Bad debt - Other							
96800 Severance Expense							
96000 Total Other General Expenses	\$108,747	\$0	\$0	\$5,001	\$0	\$113,748	\$113,748
96710 Interest of Mortgage (or Bonds) Payable							
96720 Interest on Notes Payable (Short and Long Term)							
96730 Amortization of Bond Issue Costs							
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$2,201,279	\$60,432	\$13,774	\$159,405	\$44,600	\$2,479,490	\$2,479,490
97000 Excess of Operating Revenue over Operating Expenses	\$438,428	\$0	\$23,529	\$2,264,603	\$0	\$2,726,560	\$2,726,560
97100 Extraordinary Maintenance							
97200 Casualty Losses - Non-capitalized							
97300 Housing Assistance Payments				\$2,218,511		\$2,218,511	\$2,218,511
97350 HAP Portability-In				\$36,351		\$36,351	\$36,351
97400 Depreciation Expense	\$658,117			\$0		\$658,117	\$658,117
97500 Fraud Losses							
97600 Capital Outlays - Governmental Funds							
97700 Debt Principal Payment - Governmental Funds							
97800 Dwelling Units Rent Expense							
90000 Total Expenses	\$2,859,396	\$60,432	\$13,774	\$2,414,267	\$44,600	\$5,392,469	\$5,392,469
10010 Operating Transfer In	\$109,450					\$109,450	\$109,450

Guttenberg Housing Authority (NJ036)  
GUTTENBERG, NJ

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
10020 Operating transfer Out	-\$109,450					-\$109,450	-\$109,450
10030 Operating Transfers from/to Primary Government							
10040 Operating Transfers from/to Component Unit							
10050 Proceeds from Notes, Loans and Bonds							
10060 Proceeds from Property Sales							
10070 Extraordinary Items, Net Gain/Loss							
10080 Special Items (Net Gain/Loss)							
10091 Inter Project Excess Cash Transfer In							
10092 Inter Project Excess Cash Transfer Out							
10093 Transfers between Program and Project - In							
10094 Transfers between Project and Program - Out							
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under)	-\$219,689	\$0	\$23,529	\$9,741	\$0	-\$186,419	-\$186,419
Total Expenses							
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11030 Beginning Equity	\$933,678	\$0	\$224,184	-\$270,127	\$0	\$887,735	\$887,735
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0			\$0	\$0	\$0	\$0
11050 Changes in Compensated Absence Balance							
11060 Changes in Contingent Liability Balance							
11070 Changes in Unrecognized Pension Transition Liability							
11080 Changes in Special Term/Severance Benefits Liability							
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents							
11100 Changes in Allowance for Doubtful Accounts - Other							
11170 Administrative Fee Equity				-\$260,386		-\$260,386	-\$260,386
11180 Housing Assistance Payments Equity				\$0		\$0	\$0
11190 Unit Months Available	2988			2376	0	5364	5364
11210 Number of Unit Months Leased	2949			2077	0	5026	5026
11270 Excess Cash	\$302,135					\$302,135	\$302,135
11610 Land Purchases	\$0					\$0	\$0
11620 Building Purchases	\$377,720					\$377,720	\$377,720

Guttenberg Housing Authority (NJ036)  
 GUTTENBERG, NJ

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2021

	Project Total	14.PHC Public Housing CARES Act	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	Subtotal	Total
11630 Furniture & Equipment - Dwelling Purchases	\$0					\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0					\$0	\$0
11650 Leasehold Improvements Purchases	\$0					\$0	\$0
11660 Infrastructure Purchases	\$0					\$0	\$0
13510 CFFP Debt Service Payments	\$0					\$0	\$0
13901 Replacement Housing Factor Funds	\$0					\$0	\$0





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*Certified Public Accountants*

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**INDEPENDENT AUDITOR'S REPORT  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS**

Board of Commissioners  
Housing Authority of the Town of Guttenberg  
6900 Broadway  
Guttenberg, New Jersey 07093

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Housing Authority of the Town of Guttenberg as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise Housing Authority of the Town of Guttenberg basic financial statements, and have issued our report thereon dated October 8, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Housing Authority of the Town of Guttenberg internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of the Town of Guttenberg's internal control. Accordingly, we do not express an opinion on the effectiveness of Housing Authority of the Town of Guttenberg internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Housing Authority of the Town of Guttenberg financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**Hymanson, Parnes & Giampaolo**

Lincroft, New Jersey

Date: October 8, 2021





*Hymanson, Parnes & Giampaolo*

*Certified Public Accountants*

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR EACH MAJOR FEDERAL PROGRAM AND  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED  
BY THE UNIFORM GUIDANCE**

Board of Commissioners  
Housing Authority of the Town of Guttenberg  
6900 Broadway  
Guttenberg, New Jersey 07093

**Report on Compliance for Each Major Federal Program**

We have audited Housing Authority of the Town of Guttenberg compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of Housing Authority of the Town of Guttenberg major federal programs for the year ended March 31, 2021. Housing Authority of the Town of Guttenberg major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Housing Authority of the Town of Guttenberg major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Housing Authority of the Town of Guttenberg compliance with those requirements and performing such other procedures as we consider necessary in the circumstances.



We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Housing Authority of the Town of Guttenberg compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Housing Authority of the Town of Guttenberg complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2021.

### ***Report on Internal Control Over Compliance***

Management of Housing Authority of the Town of Guttenberg is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Housing Authority of the Town of Guttenberg's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Housing Authority of the Town of Guttenberg internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Purpose of This Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Hymanson Parnes & Giampaolo*

Lincroft, New Jersey

Date: October 8, 2021

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Schedule of Findings and Questioned Cost

Year Ended March 31, 2021

**Prior Audit Findings**

None reported

**Summary of Auditor's Results**

**Financial Statements**

Type of Auditor's Report Issued:

Unmodified

Internal Control over Financial Reporting:

Material Weakness (es) Identified? \_\_\_\_\_ yes X no

Significant Deficiency(ies) identified that are considered to be material weakness(es)? \_\_\_\_\_ yes X none reported

Noncompliance Material to Financial Statements Noted? \_\_\_\_\_ yes X no

**Federal Awards**

Internal Control over Major Programs:

Material Weakness (es) Identified? \_\_\_\_\_ yes X no

Significant Deficiency(ies) identified that are considered to be material weakness(es)? \_\_\_\_\_ yes X none reported

Type of audit report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with section Title 2 U.S. Code of Federal Regulation Part 200, Uniform Administrative Requirements, \_\_\_\_\_ yes X no

Identification of Major Programs

CFDA#	Name of Federal Program	Amount
14.871	Section 8 Housing Choice Vouchers Program	\$ 2,410,872

Dollar threshold used to Distinguish between Type A and Type B Programs \$ 750,000

Auditee qualified as a low-risk auditee X yes \_\_\_\_\_ no

**FINDINGS – FINANCIAL STATEMENT AUDIT**

None reported

**FINDINGS AND QUESTIONED COST – MAJOR FEDERAL AWARD PROGRAM AUDIT**

None reported





# Hymanson, Parnes & Giampaolo

## Certified Public Accountants

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467 Middletown-Lincroft Rd.  
 Lincroft, NJ 07738

### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners  
 Housing Authority of the Town of Guttenberg  
 6900 Broadway  
 Guttenberg, New Jersey 07093

We have performed the procedures enumerated below on whether the electronic submission of certain information agrees with the hard copy documents within the reporting package for the year ended March 31, 2021. The U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC) is responsible for the Uniform Financial Reporting Standards (UFRS) procedures.

Housing Authority of the Town of Guttenberg has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with the REAC's UFRS requirements for the submission of the PHA financial data for the year ended March 31, 2021. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

Procedure	UFRS Rule Information	Hardcopy Documents	Agrees	Does Not Agree
1	Balance Sheet and Revenue and Expense (Data lines 111 to 13901)	Financial Data Schedule of all CFDAs, If Applicable	Yes	
2	Footnotes (data element G5000-010)	Footnotes to the audited basic financial statements	Yes	
3	Type of Opinion on FDS (data element G3100-040)	Auditors Report on Supplemental Data	Yes	
4	Audit findings narrative (date element G5200-010)	Schedule of Findings and Questioned Costs	Yes	

Procedure	UFRS Rule Information	Hardcopy Documents	Agrees	Does Not Agree
5	General Information (data element series G2000, G2100, G2200, G9000, G9100)	OMB Data Collection Form	Yes	
6	Financial Statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	Yes	
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned Costs, Part 1 and OMB Data Collection Form	Yes	
8	Type of Compliance Requirement (G4200-020 & G4000-030)	OMB Data Collection Form	Yes	
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	Yes	

We were engaged by Housing Authority of the Town of Guttenberg to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on UFRS Rule Information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of REAC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Housing Authority of the Town of Guttenberg and REAC, and is not intended to be, and should not be, used by anyone other than these specified parties.

***Hymanson, Parnes & Giampaolo***

Lincroft, New Jersey

October 8, 2021