

ADOPTED COPY Authority Budget of:

ADOPTED COPY

Guttenberg Housing Authority



State Filing Year

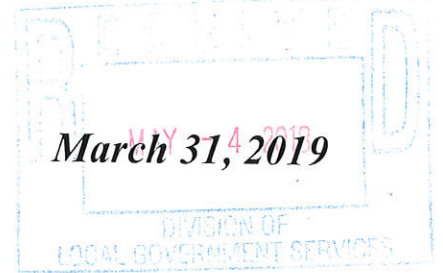
2018

For the Period:

April 1, 2018

to

March 31, 2019



www.Guttenberg-housing.com

Authority Web Address



Division of Local Government Services

2018 HOUSING AUTHORITY BUDGET

Certification Section

2018

GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM APRIL 1, 2018 TO March 31, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cvent CPA, RMA Date: 4/10/2018

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cvent CPA, RMA Date: 5/8/2018

2018 PREPARER'S CERTIFICATION


GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

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

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

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

2018 APPROVAL CERTIFICATION

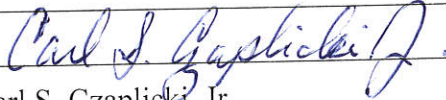
GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:** April 1, 2018 **TO:** March 31, 2019

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Guttenberg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 28th day of February, 2018.

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

Officer's Signature:			
Name:	Carl S. Czaplicki, Jr.		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	cczaplicki@guttenberg-housing.com		

INTERNET WEBSITE CERTIFICATION

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

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

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

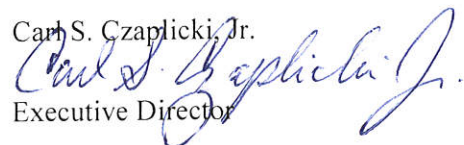
Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

Carl S. Czaplicki, Jr.

Executive Director



2018 HOUSING AUTHORITY BUDGET RESOLUTION GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 has been presented before the governing body of the Guttenberg Housing Authority at its open public meeting of February 28, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,486,905, Total Appropriations, including any Accumulated Deficit if any, of \$ 4,453,112 and Total Unrestricted Net Position utilized of \$-0- ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$239,365 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and


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

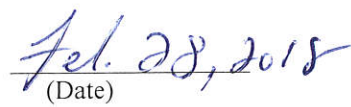
WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority, at an open public meeting held on February 28, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Guttenberg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on April 16, 2018.


(Secretary's Signature)


(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Wayne D. Zitt	✓			✓
Linda Habermann	✓			✓
Dorothy L. Steele				
Juana Malave	✓			
Justin Mack	✓			
Marisol Montanez	✓			

**TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE
GUTTENBERG HOUSING AUTHORITY BUDGET FOR
FISCAL YEAR APRIL 1, 2018 TO MARCH 31, 2019**

WHEREAS, the regulatory deadline for Introduction of the Authority's Budget (February 1) is 2 months prior to the beginning of the Authority's Fiscal Year (April 1), and

WHEREAS, the Authority's budget projections are substantially affected by HUD's Operating Subsidy Calculations and Formulas and Capital Fund Appropriations

WHEREAS, HUD's Approved Funding for the prior FYE 3/31/18 has been questioned by the Housing Authority because HUD is carrying an incorrect PEL forward, and that incorrect PEL affects the FYE 3/31/2019 budget, thereby delaying introduction of the Housing Authority's budget until nearer the beginning of the Authority's Fiscal Year, and

WHEREAS, said Housing Authority Budgets are each now ready for introduction,

NOW THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of The Town of Guttenberg as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Budget of the Guttenberg Housing Authority for the Fiscal year April 1, 2018 to March 31, 2019

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Wayne D. Zitt – Chairperson				✓
Linda Habermann -Vice Chairperson	✓			✓
Dorothy L. Steele - Commissioner				
Juana Malave – Commissioner	✓			
Justin Mack - Commissioner	✓			
Marisol Montanez – Commissioner	✓			

Paul J. Gagliardi Jr. 2/28/18
(Secretary's Signature)

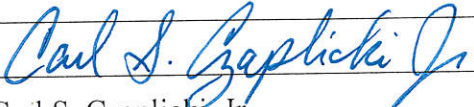
2018 ADOPTION CERTIFICATION

GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Guttenberg Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 16th day of, April, 2018.

Officer's Signature:			
Name:	Carl S. Czaplicki, Jr.		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	cczaplicki@guttenberg-housing.com		

2018 ADOPTED BUDGET RESOLUTION

GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 2018 and ending, March 31, 2019 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of April 126, 2018; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,486,905, Total Appropriations, including any Accumulated Deficit, if any, of \$4,453,112 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$239,365 and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Guttenberg Housing Authority, at an open public meeting held on April 16, 2018 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2018 and, ending, March 31, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

Carl S. Capicchio Jr.
(Secretary's Signature)

4/16/18
(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Wayne D. Zitt
Linda Habermann
Dorothy L. Steele
Juana Malave
Justin Mack
Marisol Montanez

✓
✓
✓
✓
✓
✓

2018 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

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

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

The proposed 2018 budget represents the second year under new Housing Authority management, and continues the efforts to reduce costs in order to help the Authority achieve its objective of increasing reserves and operating within industry guidelines. In addition it represents the Authority's efforts to increase the number of tenants receiving assistance under the Housing Choice Voucher Program by leasing up additional units allowed by HUD.

Administrative Salaries and benefits are both decreasing. Management has made a decision to re-organize and downsize in terms of staffing for administrative purposes. In addition to decreasing staff size, some administrative positions are expected to carry lower salaries as prior personnel were replaced upon retirement. Maintenance Salaries are expected to increase because the Authority decided to keep a maintenance position that was previously budgeted to be eliminated. Protective Service Salaries are also expected to increase because the Authority is budgeting to allow for increased hours for the security staff. Total Fringe Benefits related to the personnel changes are expected to increase significantly, because while some salary lines will decrease and others will increase slightly, the total number of people enrolled in the NJPERS system will increase. Retiring employees will have met the requirements for continued coverage in accordance with the PHA retirement policy and new employees are expected to take family or parent/child coverage which is more expensive. This trend can be seen on the Detailed Cost Analysis for Health Benefits located at page N-5. While total health benefit costs are expected to increase by 12.2% there are significant fluctuations between coverage options and employee cost sharing contributions due to lower salaries. The budgeted Insurance increase is the direct result of the actual bill received from the NJPHAJIF. The insurance costs increased because of recent legal issues that were run through the insurance carrier. Finally, as mentioned above, rental assistance payments are expected to rise as the Authority has made a strong effort to increase the number of units under lease on the Housing Choice Voucher Program. The Authority is budgeting to increase the number of units under lease by at least twenty five units over the prior budget. These units, and the related funding, are available under the current Annual Contributions Contract. As a result of the cost saving measures put in place, the Authority anticipates eliminating the need to use unrestricted net position to fund operations.

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

Total anticipated revenues are expected to increase by \$263,265 when comparing the proposed budget to the current adopted budget. Minor revenue lines such as late charges, fraud recovery and interest income are budgeted to increase by more than 10%, but the dollar amounts involved are minimal (roughly \$1,000 each) based on actual amounts from the current year activities. By far the most significant increase is expected to come from the Housing Choice Voucher Program HAP Subsidies. The Authority will receive additional HUD funding to cover the housing assistance payments made to landlords on behalf of the tenants. As mentioned in the response to question #1 above, the Guttenberg Housing Authority has additional units and funding available from HUD and will be making a strong effort to continue to increase the number of clients served on the HCV Program.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

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

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The Authority does not anticipate utilizing Unrestricted Net Position in the proposed annual budget. The HA is expecting a surplus of \$33,793 for the FYE March 31, 2019.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A – No transfers of funds are anticipated.

2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

While the proposed budget does not present an anticipated deficit from 2018 operations, the prior audit report reflects an accumulated deficit in Unrestricted Net Position of \$1,864,825. This deficit is the direct result of GASB 68 and the required recording of unfunded pension liabilities and other post-employment benefit costs. In addition to instituting the cost saving measures noted above, the Authority has separated its laundry income as non-federal funds as directed by HUD and will make these funds available if needed. The non-federal funds are shown in the Other Programs Column on the proposed budget. It is expected that the required payments will be made over a number of years. Even with these items, the Authority will need to secure other revenue streams in order to reduce the accumulated deficit resulting from instituting GASB 68. Most likely, the Authority will look to HUD for funding and/or guidance since it is required to participate in the NJPERS system.

HOUSING AUTHORITY CONTACT INFORMATION 2018

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

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

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

Chief Executive Officer:	Carl S. Czaplicki, Jr.		
Phone: (ext.)	201-861-0900	Fax:	201-861-4521
E-mail:	cczaplicki@guttenberg-housing.com		

Chief Financial Officer:	Carl S. Czaplicki, Jr.		
Phone: (ext.)	201-861-0900	Fax:	201-861-4521
E-mail:	cczaplicki@guttenberg-housing.com		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

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

- 1) Provide the number of individuals employed in (**Use Most Recent W-3 Available 2016 or 2017**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 20
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (**Use Most Recent W-3 Available 2016 or 2017**) Transmittal of Wage and Tax Statements: \$840,577
- 3) Provide the number of regular voting members of the governing body: 7, however there is 1 vacancy waiting to be filled as of 12/31/17
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)
YES **If "no,"** provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee?
NO
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?
NO*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. ***Attach a narrative of your Authorities procedures for all employees.*** Salaries are arrived at based on a salary study and annual review done by the Commissioners (for the Executive Director) and the Executive Director (for employees). A standard percentage increase is voted on at the Board meeting approving the annual budget, which includes HUD Form 52566 "Schedule of All Positions and Salaries" detailing each position, employee, and salary. In the case of the Executive Director, an employment contract is entered into.
- 11) Did the Authority pay for meals or catering during the current fiscal year? YES. During the current fiscal year the Housing Authority paid a total of \$410.07 for refreshments served during the Board meetings. In addition, the Authority paid \$193.00 toward the Senior's Holiday Dinner. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? YES. The HA reimbursed the new Executive Director \$107.00 for parking while attending various meetings at the HUD Newark Field Office. *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel NO
 - b. Travel for companions NO
 - c. Tax indemnification and gross-up payments NO
 - d. Discretionary spending account NO
 - e. Housing allowance or residence for personal use NO
 - f. Payments for business use of personal residence NO
 - g. Vehicle/auto allowance or vehicle for personal use NO
 - h. Health or social club dues or initiation fees NO
 - i. Personal services (i.e.: maid, chauffeur, chef) NO
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? YES *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? YES - Upon retirement, the former Assistant Executive Director was paid \$81,585 for unused vacation and sick time in accordance with the personnel policy. *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A – No Debt Outstanding *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*

- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? NO If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? NO If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018 Most recent available W-2 and 1099 should be used (**2016 or 2017 Forms**)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 being the most recent calendar year ended).

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

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

For the Period April 1, 2018 to Guttenberg Housing Authority March 31, 2019

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities		
									Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)										
1 Carl S. Czapliski, Jr.	Exec. Director	40	EFF 6/1/17	X	X																
2 Barbara Criscione	Former Exec. Dir.	40		X	X						18,885	162,327		Hudson County Voc.	Teacher	40	0	0	0	17,295	76,936
3 Fatima Becerril	Former Asst. Ex. Dir.	40		X	X					50,267	155,235			State of NJ & Guttenberg.	Chief of Staff	40	0	0	0	0	155,235
4 Wayne D Zitt	Chairperson	2 X								0	0	0		State of NJ & Guttenberg.	Chief of Staff	40	62,995	20,971	0	83,966	
5 Linda Habermann	Vice-Chairperson	2 X								0	0	0		NONE		0	0	0	0	0	
6 Juana Malave		2 X								0	0	0		County of Hudson	Human Svc Sp.	40	49,444	14,170	0	63,614	
7 Marisol Montanez		2 X								0	0	0		Town of Guttenberg	Sr. Coordinator	40	32,669	9,474	0	42,143	
8 Dorothy L Steele		2 X								0	0	0		NONE		0	0	0	0	0	
9 Justin Mack		2 X								0	0	0		NONE		0	0	0	0	0	
10										0	0	0		NONE		0	0	0	0	0	
11										0	0	0		NONE		0	0	0	0	0	
12										0	0	0		NONE		0	0	0	0	0	
13										0	0	0		NONE		0	0	0	0	0	
14										0	0	0		NONE		0	0	0	0	0	
15										0	0	0		NONE		0	0	0	0	0	
Total:										\$ 248,410	\$ -	\$ 317,562	\$ 69,152	\$ -	\$ 204,749	\$ -	\$ 61,910	\$ -	\$ 584,221		

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Guttenberg Housing Authority

For the Period April 1, 2018 to March 31, 2019

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Actual	Proposed Budget	Actual						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	2	3	\$ 11,784	\$ 23,568	\$ 23,568	3	\$ 11,796	\$ 35,388	\$ (11,820)	-33.4%
Parent & Child	3	0	20,972	62,916	62,916	0	-	-	62,916	#DIV/0!
Employee & Spouse (or Partner)	1	2	23,568	23,568	23,568	2	23,592	47,184	(23,616)	-50.1%
Family	3	3	32,072	96,216	96,216	3	32,911	98,733	(2,517)	-2.5%
Employee Cost Sharing Contribution (enter as negative -)				(27,286)	(27,286)			(32,042)	4,756	-14.8%
Subtotal	9	8	178,982	178,982	178,982	8	149,263	149,263	29,719	19.9%
Commissioners - Health Benefits - Annual Cost										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0	0				0				#DIV/0!
Retirees - Health Benefits - Annual Cost										
Single Coverage	2	2	6,449	12,898	12,898	2	6,809	13,618	(720)	-5.3%
Parent & Child		0				0				#DIV/0!
Employee & Spouse (or Partner)	3	3	32,162	96,486	96,486	3	31,348	94,044	2,442	2.6%
Family		0				0				#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	5	5	109,384	109,384	109,384	5	107,662	107,662	1,722	1.6%
GRAND TOTAL	14	13	\$ 288,366	\$ 288,366	\$ 288,366	13	\$ 256,925	\$ 256,925	\$ 31,441	12.2%

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

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

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

Schedule of Accumulated Liability for Compensated Absences

Guttenberg Housing Authority
 For the Period April 1, 2018 to March 31, 2019

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement	<i>Legal Basis for Benefit (check applicable items)</i>
Farima Becerril	151.5	\$ 67,036				
Jenny Morales	16.5	3,490				
Vidya Chaudari	23.5	4,519				
Esther Garcia	17	2,942				
Sandra Torres	6	816				
Julio Pena	149.5	26,590				
Hector Castano	17	3,251				
Noe Amaya	16	2,154				
Felix Arias	16	2,154				
Fica and Medicare Tax on above amounts		8,532				
Total liability for accumulated compensated absences at beginning of current year		\$ 121,484				

The total amount should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Guttenberg Housing Authority
to

April 1, 2018

March 31, 2019

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

If No Shared Services X this Box X

2018 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Guttenberg Housing Authority
 April 1, 2018 to March 31, 2019

For the Period

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 2,173,848	\$ -	\$ 2,274,967	\$ 28,400	\$ 4,215,090	\$ 262,125	6.2%	
Total Non-Operating Revenues	6,990	-	2,700	-	8,550	1,140	13.3%	
Total Anticipated Revenues	2,180,838	-	2,277,667	28,400	4,223,640	263,265	6.2%	
APPROPRIATIONS								
Total Administration	609,542	-	165,732	-	943,991	(168,717)	-17.9%	
Total Cost of Providing Services	1,565,958	-	2,111,880	-	3,259,135	418,703	12.8%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Operating Appropriations	2,175,500	-	2,277,612	-	4,203,126	249,986	5.9%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	2,175,500	-	2,277,612	-	4,203,126	249,986	5.9%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	2,175,500	-	2,277,612	-	4,203,126	249,986	5.9%	
ANTICIPATED SURPLUS (DEFICIT)	\$ 5,338	\$ -	\$ 55	\$ 28,400	\$ 20,514	\$ 13,279	64.7%	

Revenue Schedule

Guttenberg Housing Authority

For the Period April 1, 2018 to March 31, 2019

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	
					Total All Operations	All Operations	All Operations	
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	1398900			1,398,900	1,402,500	(3,600)	-0.3%	
Excess Utilities	30960			30,960	30,960	-	0.0%	
Non-Dwelling Rental	7200			7,200	7,200	-	0.0%	
HUD Operating Subsidy	734338			734,338	775,000	(40,662)	-5.2%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			2268467	2,268,467	1,961,130	307,337	15.7%	
Total Rental Fees	2,171,398		2,268,467	4,439,865	4,176,790	263,075	6.3%	
<i>Other Operating Revenues (List)</i>								
Laundry Income			28400	28,400	31,500	(3,100)	-9.8%	
Late Charges	1700			1,700	600	1,100	183.3%	
Community Room Rent & Bid Specs	750			750	750	-	0.0%	
Portable Admin Fees & Fraud Recovery			6500	6,500	5,450	1,050	19.3%	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Total Other Revenue	2,450	-	6,500	28,400	37,350	38,300	(950)	-2.5%
Total Operating Revenues	2,173,848	-	2,274,967	28,400	4,477,215	4,215,090	262,125	6.2%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Capital Fund Admin & Operations				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	6,990		2,700	9,690	8,550	1,140	13.3%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	6,990	-	2,700	9,690	8,550	1,140	13.3%	
Total Non-Operating Revenues	6,990	-	2,700	9,690	8,550	1,140	13.3%	
TOTAL ANTICIPATED REVENUES	\$ 2,180,838	\$ -	\$ 2,277,667	\$ 28,400	\$ 4,486,905	\$ 4,223,640	\$ 263,265	6.2%

Prior Year Adopted Revenue Schedule

Guttenberg Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,402,500				1,402,500
Excess Utilities	30,960				30,960
Non-Dwelling Rental	7,200				7,200
HUD Operating Subsidy	775,000				775,000
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			1,961,130		1,961,130
Total Rental Fees	2,215,660	-	1,961,130	-	4,176,790
<i>Other Revenue (List)</i>					
Laundry Income				31,500	31,500
Late Charges	600				600
Community Room Rent & Bid Specs	750				750
Portable Admin Fees & Fraud Recovery			5,450		5,450
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	1,350	-	5,450	31,500	38,300
Total Operating Revenues	2,217,010	-	1,966,580	31,500	4,215,090
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Capital Fund Admin & Operations					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	6,640		1,550	360	8,550
Penalties					-
Other					-
Total Interest	6,640	-	1,550	360	8,550
Total Non-Operating Revenues	6,640	-	1,550	360	8,550
TOTAL ANTICIPATED REVENUES	\$ 2,223,650	\$ -	\$ 1,968,130	\$ 31,860	\$ 4,223,640

Appropriations Schedule

Guttenberg Housing Authority

For the Period April 1, 2018 to March 31, 2019

	FY 2019 Proposed Budget				FY 2018	\$ Increase	% Increase
					Adopted Budget	(Decrease)	(Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS							
<i>Administration</i>							
Salary & Wages	243,000		70,000	\$ 313,000	\$ 450,930	\$ (137,930)	-30.6%
Fringe Benefits	187,192		49,522	236,714	265,321	(28,607)	-10.8%
Legal	45,000		5,000	50,000	50,000	-	0.0%
Staff Training	7,360		1,840	9,200	10,000	(800)	-8.0%
Travel	4,000		500	4,500	4,500	-	0.0%
Accounting Fees	32,590		18,370	50,960	47,340	3,620	7.6%
Auditing Fees	5,500		5,400	10,900	10,900	-	0.0%
Miscellaneous Administration*	84,900		15,100	100,000	105,000	(5,000)	-4.8%
Total Administration	609,542	-	165,732	775,274	943,991	(168,717)	-17.9%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	248,780			248,780	216,466	32,314	14.9%
Salary & Wages - Protective Services	32,400			32,400	26,780	5,620	21.0%
Salary & Wages - Utility Labor	55,770			55,770	53,007	2,763	5.2%
Fringe Benefits	258,504			258,504	170,776	87,728	51.4%
Tenant Services				-	-	-	#DIV/0!
Utilities	576,350			576,350	592,300	(15,950)	-2.7%
Maintenance & Operation	160,800			160,800	166,875	(6,075)	-3.6%
Protective Services				-	-	-	#DIV/0!
Insurance	149,860			149,860	129,649	20,211	15.6%
Payment in Lieu of Taxes (PILOT)	80,494			80,494	79,535	959	1.2%
Terminal Leave Payments				-	-	-	#DIV/0!
Collection Losses	3,000			3,000	3,000	-	0.0%
Other General Expense				-	-	-	#DIV/0!
Rents			2,111,880	2,111,880	1,820,747	291,133	16.0%
Extraordinary Maintenance				-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment				-	-	-	#DIV/0!
Property Betterment/Additions				-	-	-	#DIV/0!
Miscellaneous COPS*				-	-	-	#DIV/0!
Total Cost of Providing Services	1,565,958	-	2,111,880	3,677,838	3,259,135	418,703	12.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	2,175,500	-	2,277,612	4,453,112	4,203,126	249,986	5.9%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Operations & Maintenance Reserve				-	-	-	#DIV/0!
Renewal & Replacement Reserve				-	-	-	#DIV/0!
Municipality/County Appropriation				-	-	-	#DIV/0!
Other Reserves				-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-
TOTAL APPROPRIATIONS	2,175,500	-	2,277,612	4,453,112	4,203,126	249,986	5.9%
ACCUMULATED DEFICIT				-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,175,500	-	2,277,612	4,453,112	4,203,126	249,986	5.9%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,175,500	\$ -	\$ 2,277,612	\$ 4,453,112	\$ 4,203,126	\$ 249,986	5.9%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 108,775.00 \$ - \$ 113,880.60 \$ - \$ 222,655.60

Prior Year Adopted Appropriations Schedule

Guttenberg Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 364,255		\$ 86,675		\$ 450,930
Fringe Benefits	217,350		47,971		265,321
Legal	45,000		5,000		50,000
Staff Training	8,000		2,000		10,000
Travel	4,000		500		4,500
Accounting Fees	30,240		17,100		47,340
Auditing Fees	5,500		5,400		10,900
Miscellaneous Administration*	86,760		18,240		105,000
Total Administration	761,105	-	182,886	-	943,991
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	216,466				216,466
Salary & Wages - Protective Services	26,780				26,780
Salary & Wages - Utility Labor	53,007				53,007
Fringe Benefits	170,776				170,776
Tenant Services					-
Utilities	592,300				592,300
Maintenance & Operation	166,875				166,875
Protective Services					-
Insurance	129,649				129,649
Payment in Lieu of Taxes (PILOT)	79,535				79,535
Terminal Leave Payments					-
Collection Losses	3,000				3,000
Other General Expense					-
Rents			1,820,747		1,820,747
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,438,388	-	1,820,747	-	3,259,135
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,199,493	-	2,003,633	-	4,203,126
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	2,199,493	-	2,003,633	-	4,203,126
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,199,493	-	2,003,633	-	4,203,126
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,199,493	\$ -	\$ 2,003,633	\$ -	\$ 4,203,126

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations	\$ 109,974.65	\$ -	\$ 100,181.65	\$ -	\$ 210,156.30
--------------------------------------	---------------	------	---------------	------	---------------

Debt Service Schedule - Principal

Guttenberg Housing Authority

If Authority has no debt X this box

X

Fiscal Year Ending in

	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
Type in Issue Name								\$
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY								-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Bond Rating	<i>Fitch</i>	<i>Standard & Poors</i>
Year of Last Rating		

Debt Service Schedule - Interest

Guttenberg Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2019	2020	2021	2022	2023	2024		
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
TOTAL INTEREST	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Guttenberg Housing Authority

For the Period April 1, 2018 to March 31, 2019

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 4,276,265	\$ -	\$ 9,094	\$ 181,368	\$ 4,466,727
Less: Invested in Capital Assets, Net of Related Debt (1)	6,305,409				6,305,409
Less: Restricted for Debt Service Reserve (1)			26,143		
Less: Other Restricted Net Position (1)					
Total Unrestricted Net Position (1)	(2,029,144)		(17,049)	181,368	26,143
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	2,860,081		182,558		3,042,639
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	571,669		36,489		608,158
Plus: Estimated Income (Loss) on Current Year Operations (2)	24,157		(35,503)	31,860	20,514
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,426,763	-	166,495	213,228	1,806,486
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR					
(4)	\$ 1,426,763	\$ -	\$ 166,495	\$ 213,228	\$ 1,806,486

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 108,775 \$ - \$ 113,881 \$ - \$ 222,656

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

2018

GUTTENBERG
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Guttenberg Housing Authority, on the 28th day of February, 2018.

OR

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

Officer's Signature:			
Name:	Carl S. Czaplicki, Jr.		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	cczaplicki@guttenberghousing.com		

2018 CAPITAL BUDGET/PROGRAM MESSAGE

Guttenberg Housing Authority

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

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

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

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

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

HUD does not require a 10-20 year plan. The housing authority does, however, do a five year plan in accordance with HUD requirements.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

No – N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

The proposed capital projects will have no effect on rental income as all funding comes from the HUD Capital Fund Program. The Authority will not be using rental income to pay for the anticipated projects. The projects are, however, needed in order to continue to provide decent, safe, and affordable housing to the population it serves.

6. Have the projects been reviewed and approved by HUD?

Yes. The Authority is required to submit detailed Capital Fund Budgets to HUD.

Add additional sheets if necessary.

Proposed Capital Budget

Guttenberg Housing Authority
For the Period April 1, 2018 to March 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2015 - Paint Dwelling Units	\$ 41,966				\$ 41,966	
CFP 2016 - Kitchen Cabinets	102,679				102,679	
CFP 2016 & 2017 - Security Cameras	79,720				79,720	
CFP 2017 - Air Handling Unit	15,000				15,000	
Total	239,365	-	-	-	239,365	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 239,365	\$ -	\$ -	\$ -	\$ 239,365	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Guttenberg Housing Authority
 For the Period April 1, 2018 to March 31, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget				
		Year 2019	2020	2021	2022	2023
<i>Public Housing Management</i>						
CFP 2015 - Paint Dwelling Units	\$ 91,966	\$ 41,966	\$ 25,000	\$ 25,000		
CFP 2016 - Kitchen Cabinets	152,679	102,679	40,000	10,000		
CFP 2016 & 2017 - Security Came	79,720	79,720				
CFP 2017 - Air Handling Unit	104,000	15,000	89,000			
Total	428,365	239,365	154,000	35,000	-	-
<i>Section 8</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
TOTAL	\$ 428,365	\$ 239,365	\$ 154,000	\$ 35,000	\$ -	\$ -

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Guttenberg Housing Authority
For the Period April 1, 2018 to March 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2015 - Paint Dwelling Units	\$ 91,966				\$ 91,966	
CFP 2016 - Kitchen Cabinets	152,679				152,679	
CFP 2016 & 2017 - Security Cameras	79,720				79,720	
CFP 2017 - Air Handling Unit	104,000				104,000	
Total	428,365	-	-	-	428,365	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 428,365	\$ -	\$ -	\$ -	\$ 428,365	\$ -
Total 5 Year Plan per CB-4	\$ 428,365					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.