	Start Year		End Year
Fiscal Year	2024	–	2024

Housing Authority Budget of:

Hightstown Housing Authority

State Filing Year **2024**

For the Period: ***January 1, 2024*** ***to*** ***December 31, 2024***

www.hightstownhousing.org
Housing Authority Web Address

NJ DEPARTMENT OF
CommunityAffairs

Division of Local Government Services

2024 HOUSING AUTHORITY BUDGET CERTIFICATION SECTION

2024

Hightstown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2024 PREPARER'S CERTIFICATION

Hightstown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital 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 form, and content, the budget will permit the exercise of the comptroller function within the Authority.

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

Preparer's Signature:	Polcarifamily@aol.com
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

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address:	www.hightstownhousing.org

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

- [x] A description of the Authority's mission and responsibilities.
- [x] The budgets for the current fiscal year and immediately preceding two prior years.
- [x] The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- [x] The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- [x] The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- [x] Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- [x] The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- [x] The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- [x] A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any renumeration 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: Allen K. LePrevost
Title of Officer Certifying Compliance: Executive Director
Signature: kleprevost@hightstownhousing.org

2024 APPROVAL CERTIFICATION

Hightstown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Hightstown Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on September 20, 2023.

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

Officer's Signature:	kleprevost@hightstownhousing.org
Name:	Allen K. LePrevost
Title:	Fee Accountant
Address:	131 Rogers Avenue, Hightstown, NJ 18520
Phone Number:	609-448-2268
Fax Number:	973-831-6972
E-mail Address:	Polcarifamily@aol.com

2024 HOUSING AUTHORITY BUDGET RESOLUTION

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Hightstown Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Hightstown Housing Authority at its open public meeting of September 20, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of $1,025,285.00, Total Appropriations including any Accumulated Deficit, if any, of $1,012,549.00, and Total Unrestriced Net Position planned to be utilized as funding thereof, of $0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of $380,084.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of $0.00; 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 Hightstown Housing Authority, at an open public meeting held on September 20, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, 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 Hightstown Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 13, 2023.

kleprevost@hightstownhousing.org
(Secretary's Signature)

9/20/2023
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
James M. Eufemia, Chair				
Brent Rivenburgh, Vice Chair				
Jameellah Lance Butts				
Sean McDonnell				
Tery Parliaros				
Anne Studholme				
Eva Teller				

2024 ADOPTION CERTIFICATION

Hightstown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Hightstown Housing Authority, pursuant to N.J.A.C 5:31-2.3, on December 13, 2023.

Officer's Signature:			
Name:	Allen K. LePrevost		
Title:	Executive Director		
Address:	131 Rogers Avenue, Hightstown, NJ 08520		
Phone Number:	609-448-2268	**Fax:**	609-426-9440
E-mail address:	Kleprevost@hightstownhousing.org		

2024 ADOPTED BUDGET RESOLUTION

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Hightstown Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Hightstown Housing Authority at its open public meeting of December 13, 2023; 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 presented for adoption reflects Total Revenues of $1,025,285.00, Total Appropriations, including any Accumulated Deficit, if any, of $1,012,549.00, and Total Unrestricted Net Position utilized of $0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of $380,084.00 and Total Unrestriced Net Position Utilized of $0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Hightstown Housing Authority at an open public meeting held on December 13, 2023 that the Annual Budget and Capital Budget/Program of the Hightstown Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

_____ (Secretary's Signature)

_____ (Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
James M. Eufemia, Chair				
Brent Rivenburgh, Vice Chair				
Jameellah Lance Butts				
Sean McDonnell				
Tery Parliaros				
Anne Studholme				
Eva Teller				

2024 HOUSING AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION

2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

Answer all questions below using the space provided. Do not attach answers as a separate document.

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The proposed 2024 Budget is consistent with the 2023 Adopted budget for the most part. The Housing Authority has made a strong effort to control expenses while continuing to serve the residents of our coummunity. The Housing Authority is budgeting for an increase in HUD Operating Subsidy based on the actual current year subsidy and HUD's assistance in fightning nationwide inflation. Laundry Income is also expected to rise slightly based on the curent year actual laundry income. On the appropriations side, the Authority is budgeting for an increase in Fringe Benefits because a retired employee that had medical benefits covered through a spouse is being replaced by a new employee who will require medical benefits to be paid by the Housing Authority. Due to the prudent fiscal policies of the Housing Authority we are once again able to budget for an increase in surplus.

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

The local economy has been affected by both the global pandemic and rising inflation. HUD has been instrumental in assisting the Authority to get through the economic downturn. HUD has provided additional funding to assist the HA and its' tenants and therefore the HA has been able to budget for consistent operations. The Hightstown Housing Authority has had healthy reserves and is planning to maintain those reserves with the current budget.

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

The Housing Authority does not anticipate using Unrestricted Net Position during the upcoming year. Rather, the HA is budgeting to increase the reserves by $12,736.

2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

Answer all questions below using the space provided. Do not attach answers as a separate document.

4. Identify any sources of funds transferred to the County/Municipality as PILOT payments, or a shared service and explain the reason for the transfer. Housing Authorities cannot transfer Unrestricted Net Position.

No funds were transferred to the County or Municipality except for the normal operating PILOT payment funded by HUD. The PILOT payment made in 2023 was $42,193.

5. The proposed budget must not reflect an anticipated deficit from 2024 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

The audit report for the year ended December 31, 2022 reflects a deficit fo $811,670 in Unrestricted Net Assets. This is strictly the result of the Housing Authority implementing GASB 68 and GASB 75 for Unfunded Pension Liabilities and Other Post Employment Benefits. These liabilities will be paid out over a long period of time and will required additional funding from HUD or some other source in order to make ethe payments. In addition, the HA has had a steady stream of years where it has been able to put money into reserves at year end. Since this trend is expected to continue due to vigilant management, the HA should be able to reduce the deficit over time.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.

HOUSING AUTHORITY CONTACT INFORMATION
2024

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

Name of Authority:	**Hightstown Housing Authority**			
Federal ID Number:	**21-6007435**			
Address:	131 Rogers Avenue			
City, State, Zip:	Hightstown		NJ	08520
Phone: (ext.)	609-448-2268	*Fax:*	609-426-9440	

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*	Allen K. LePrevost		
Or person who performs these functions under another title.			
Phone: (ext.)	609-448-2268	*Fax:*	609-426-9440
E-mail:	kleprevost@hightstownhousing.org		

Chief Financial Officer*	Allen K. Leprevost		
Or person who performs these functions under another title.			
Phone: (ext.)	609-448-2268	*Fax:*	609-426-9440
E-mail:	kleprevost@hightstownhousing.org		

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement: 5

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements: $ 271,414.80

3. Provide the number of regular voting members of the governing body: 7 *(5 or 7 per State statute)*

4. Provide the number of alternate voting members of the governing body: 0 *(Maximum is 2)*

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee? No

If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.

6. 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 of 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", provide 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.

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*? No

**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.*

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

9. Did the Authority pay for meals or catering during the current fiscal year? No

If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No

If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

11. 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", provide a description of the transaction including the name and position of the individual and the amount expended.

12. 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).

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No

If "yes", provide explanation, including amount paid.

14. Did the Authority make 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", provide explanation including amount paid.

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No

If "yes", provide 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.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)? No

If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

17. 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", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

18. 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.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

Use the space below to provide clarification for any Questionnaire responses.

Question 8: Salaries are arrived at based on a salary study and comparables at the time of hiring. Annual reviews are done by the Board for the Executive Director, and by the Executive Director for staff members. In the case of the Executive Director, a contract is entered into.

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

Hightstown Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

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 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 of officer as defined below and amount of compensation from the Authority.

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 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 during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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
a) The individual received reportable compensation from the authority and other public entities in excess of $150,000 for the most recent fiscal year completed; and
b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

Compensation: All forms of cash and non-cash payments or benefits provided in exchance for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as perosnal 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 prperty. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable Compensation (Use the most recent W-2 available): The aggregate compensation that is reported (or 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.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)
Hightstown Housing Authority
For the Period: January 01, 2024 to December 31, 2024

				Position				Reportable Compensation from Authority (W-2/ 1099)				
	Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
1	James M. Eufemia	Chairperson	2	X				$ -	$ -	$ -	$ -	$ -
2	Brent Rivenburgh	Vice Chairperson	2	X				$ -	$ -	$ -	$ -	$ -
3	Anne Studholme		1	X				$ -	$ -	$ -	$ -	$ -
4	Jameellah Lance Butts		1	X				$ -	$ -	$ -	$ -	$ -
5	Sean McDonnell		1	X				$ -	$ -	$ -	$ -	$ -
6	Terry Parliaros		1	X				$ -	$ -	$ -	$ -	$ -
7	Eva Teller		1	X				$ -	$ -	$ -	$ -	$ -
8	Allen K. LePrevost		40		X			$ 107,000.00	$ -	$ -	$ 60,786.00	$ 167,786.00
9												$ -
10												$ -
11												$ -
12												$ -
13												$ -
14												$ -
15												$ -
16												$ -
17												$ -
18												$ -
19												$ -
20												$ -
21												$ -
22												$ -
23												$ -
24												$ -
25												$ -
26												$ -
27												$ -
28												$ -
29												$ -
30												$ -
31												$ -
32												$ -
33												$ -
34												$ -
35												$ -
	Total:							$ 107,000.00	$ -	$ -	$ 60,786.00	$ 167,786.00

Schedule of Health Benefits - Detailed Cost Analysis

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

If no health benefits, check this box: ☐

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	3	14,916.00	44,748.00	2	13,431.00	26,862.00	17,886.00	66.6%
Parent & Child			-			-	-	
Employee & Spouse (or Partner)	1	29,832.00	29,832.00	1	26,862.00	26,862.00	2,970.00	11.1%
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			(5,909.00)			(2,810.00)	(3,099.00)	110.3%
Subtotal	4		68,671.00	3		50,914.00	17,757.00	34.9%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)							-	
Subtotal			-			-	-	
Retirees - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)							-	
Subtotal			-			-	-	
GRAND TOTAL	4		68,671.00	3		50,914.00	17,757.00	34.9%

Is medical coverage provided by the SHBP (Yes or No)?	Yes
Is prescription drug coverage provided by the SHBP (Yes or No)?	Yes

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

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

If no accumulated absences, check this box: ☐

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	*Legal Basis for Benefit*		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Allen K. LePrevost	9.5	$ 3,727.00		X	
Sherry Cavanaugh	30	$ 7,475.00		X	
Charlie Schilling	30	$ 4,410.00		X	
William Miller	20	$ 2,621.00		X	
Lynmarie Newman	2.7	$ 246.00		X	
FICA Expense for Above		$ 1,413.00			
Total liability for accumulated compensated absences per most recent audit (this page only)		$ 19,892.00			

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	*Legal Basis for Benefit*		
			Approved Labor Agreement	Resolution	Individual Employment Agreement

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	*Legal Basis for Benefit*		
			Approved Labor Agreement	Resolution	Individual Employment Agreement

Schedule of Shared Service Agreements

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

If no shared services, check this box: ☑

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
NONE						

2024 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION

SUMMARY

Hightstown Housing Authority
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget					FY 2023 Adopted Budget	$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	$ 1,018,160	$ -	$ -	$ -	$ 1,018,160	$ 984,210	$ 33,950	3.4%
Total Non-Operating Revenues	7,125	-	-	-	7,125	6,490	635	9.8%
Total Anticipated Revenues	1,025,285	-	-	-	1,025,285	990,700	34,585	3.5%
APPROPRIATIONS								
Total Administration	436,307	-	-	-	436,307	395,366	40,941	10.4%
Total Cost of Providing Services	576,242	-	-	-	576,242	547,990	28,252	5.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,012,549	-	-	-	1,012,549	943,356	69,193	7.3%
Total Interest Payments on Debt	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,012,549	-	-	-	1,012,549	943,356	69,193	7.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,012,549	-	-	-	1,012,549	943,356	69,193	7.3%
ANTICIPATED SURPLUS (DEFICIT)	$ 12,736	$ -	$ -	$ -	$ 12,736	$ 47,344	$ (34,608)	-73.1%

Revenue Schedule

Hightstown Housing Authority
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget					FY 2023 Adopted Budget	$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
Rental Fees					$ -	$ -	$ -	#DIV/0!
Homebuyers' Monthly Payments					650,400	648,000	2,400	0.4%
Dwelling Rental	650,400				9,210	9,210	-	0.0%
Excess Utilities	9,210				-	-	-	#DIV/0!
Non-Dwelling Rental					333,500	303,300	30,200	10.0%
HUD Operating Subsidy	333,500				-	-	-	#DIV/0!
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					993,110	960,510	32,600	3.4%
Total Rental Fees	993,110	-	-	-				
Other Operating Revenues (List)								
Laundry Income	10,720				10,720	9,500	1,220	12.8%
Late Fees and Maintenance Fees	4,130				4,130	4,000	130	3.3%
Capital Funds Used for Operations	10,200				10,200	10,200	-	0.0%
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
Total Other Revenue	25,050	-	-	-	25,050	23,700	1,350	5.7%
Total Operating Revenues	1,018,160	-	-	-	1,018,160	984,210	33,950	3.4%
NON-OPERATING REVENUES								
Other Non-Operating Revenues (List)								
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
Interest on Investments & Deposits (List)								
Interest Earned	7,125				7,125	6,490	635	9.8%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	7,125	-	-	-	7,125	6,490	635	9.8%
Total Non-Operating Revenues	7,125	-	-	-	7,125	6,490	635	9.8%
TOTAL ANTICIPATED REVENUES	$ 1,025,285	$ -	$ -	$ -	$ 1,025,285	$ 990,700	$ 34,585	3.5%

Page F-2

Prior Year Adopted Revenue Schedule

Hightstown Housing Authority

	FY 2023 Adopted Budget				
	Public Housing Management	**Section 8**	**Housing Voucher**	**Other Programs**	**Total All Operations**
OPERATING REVENUES					
Rental Fees					
Homebuyers' Monthly Payments					$ -
Dwelling Rental	648,000				648,000
Excess Utilities	9,210				9,210
Non-Dwelling Rental					-
HUD Operating Subsidy	303,300				303,300
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	960,510	-	-	-	960,510
Other Revenue (List)					
Laundry Income	9,500				9,500
Late Fees and Maintenance Fees	4,000				4,000
Capital Funds Used for Operations	10,200				10,200
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Other Revenue	23,700	-	-	-	23,700
Total Operating Revenues	984,210	-	-	-	984,210
NON-OPERATING REVENUES					
Other Non-Operating Revenues (List)					
					-
					-
					-
					-
					-
					-
Other Non-Operating Revenues	-	-	-	-	-
Interest on Investments & Deposits					
Interest Earned	6,490				6,490
Penalties					-
Other					-
Total Interest	6,490	-	-	-	6,490
Total Non-Operating Revenues	6,490	-	-	-	6,490
TOTAL ANTICIPATED REVENUES	$ 990,700	$ -	$ -	$ -	$ 990,700

Appropriations Schedule

Hightstown Housing Authority
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget					FY 2023 Adopted Budget	$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
Administration								
Salary & Wages	225,475				$ 225,475	$ 207,749	$ 17,726	8.5%
Fringe Benefits	105,247				105,247	86,887	18,360	21.1%
Legal	8,000				8,000	8,000	-	0.0%
Staff Training	2,000				2,000	2,000	-	0.0%
Travel	7,200				7,200	7,200	-	0.0%
Accounting Fees	34,140				34,140	33,120	1,020	3.1%
Auditing Fees	8,910				8,910	8,910	-	0.0%
Miscellaneous Administration*	45,335				45,335	41,500	3,835	9.2%
Total Administration	436,307	-	-	-	436,307	395,366	40,941	10.4%
Cost of Providing Services								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	64,800				64,800	59,307	5,493	9.3%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	19,770				19,770	19,770	-	0.0%
Fringe Benefits	40,930				40,930	33,789	7,141	21.1%
Tenant Services	5,000				5,000	5,000	-	0.0%
Utilities	220,470				220,470	212,750	7,720	3.6%
Maintenance & Operation	119,850				119,850	114,500	5,350	4.7%
Protective Services					-	-	-	#DIV/0!
Insurance	61,985				61,985	58,905	3,080	5.2%
Payment in Lieu of Taxes (PILOT)	41,937				41,937	42,469	(532)	-1.3%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	1,500				1,500	1,500	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents					-	-	-	#DIV/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	576,242	-	-	-	576,242	547,990	28,252	5.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,012,549	-	-	-	1,012,549	943,356	69,193	7.3%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	1,012,549	-	-	-	1,012,549	943,356	69,193	7.3%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,012,549	-	-	-	1,012,549	943,356	69,193	7.3%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	$ 1,012,549	$ -	$ -	$ -	$ 1,012,549	$ 943,356	$ 69,193	7.3%

* 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	$ 50,627.45	$ -	$ -	$ -	$ 50,627.45

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-

Prior Year Adopted Appropriations Schedule

Hightstown Housing Authority

	FY 2023 Adopted Budget				
	Public Housing Management	**Section 8**	**Housing Voucher**	**Other Programs**	**Total All Operations**
OPERATING APPROPRIATIONS					
Administration					
Salary & Wages	$ 207,749				$ 207,749
Fringe Benefits	86,887				86,887
Legal	8,000				8,000
Staff Training	2,000				2,000
Travel	7,200				7,200
Accounting Fees	33,120				33,120
Auditing Fees	8,910				8,910
Miscellaneous Administration*	41,500				41,500
Total Administration	395,366	-	-	-	395,366
Cost of Providing Services					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	59,307				59,307
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	19,770				19,770
Fringe Benefits	33,789				33,789
Tenant Services	5,000				5,000
Utilities	212,750				212,750
Maintenance & Operation	114,500				114,500
Protective Services					-
Insurance	58,905				58,905
Payment in Lieu of Taxes (PILOT)	42,469				42,469
Terminal Leave Payments					-
Collection Losses	1,500				1,500
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	547,990	-	-	-	547,990
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	943,356	-	-	-	943,356
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	943,356	-	-	-	943,356
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	943,356	-	-	-	943,356
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	$ 943,356	$ -	$ -	$ -	$ 943,356

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

5% of Total Operating Appropriations	$ 47,167.80	$ -	$ -	$ -	$ 47,167.80

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-

Debt Service Schedule - Principal

Hightstown Housing Authority

If authority has no debt check this box: ☑

	Date of Local Finance Board Approval	Fiscal Year Ending in								Total Principal Outstanding
		2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
TOTAL PRINCIPAL		-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY										-
NET PRINCIPAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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

	Moody's	*Fitch*	*Standard & Poors*
Bond Rating			
Year of Last Rating			

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Hightstown Housing Authority

If authority has no debt check this box: ☑

	Fiscal Year Ending in								
	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Total Interest Payments Outstanding
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									-
NET INTEREST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Net Position Reconciliation

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	$ 1,686,346.00	$ -	$ -	$ -	$ 1,686,346
Less: Invested in Capital Assets, Net of Related Debt (1)	2,498,016				2,498,016
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(811,670)	-	-	-	(811,670)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	508,233				508,233
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	779,124				779,124
Plus: Estimated Income (Loss) on Current Year Operations (2)	47,344				47,344
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	523,031	-	-	-	523,031
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)	$ 523,031	$ -	$ -	$ -	$ 523,031

(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	$ 50,627	$ -	$ -	$ -	$ 50,627

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

2024

Hightstown Housing Authority

(Housing Authority Name)

2024 HOUSING AUTHORITY CAPITAL BUDGET / PROGRAM

2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Hightstown Housing Authority

(Housing Authority Name)

Fiscal Year: January 01, 2024 to December 31, 2024

Place an "X" in the box for the applicable statement below:

[X] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Hightstown Housing Authority, on September 20, 2023.

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

Officer's Signature:	Kleprevost@hightstownhousing.org
Name:	Allen K. LePrevost
Title:	Executive Director
Address:	131 Rogers Avenue, Hightstown, NJ 08520
Phone Number:	609-448-2268
Fax Number:	609-426-9440
E-mail Address:	Kleprevost@hightstownhousing.org

2024 CAPITAL BUDGET/PROGRAM MESSAGE

Hightstown Housing Authority

Fiscal Year: January 01, 2024 to December 31, 2024

Answer all questions below using the space provided.

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 fund. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for the purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

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

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

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

4. If amounts are on Page CB-3 in the column "Debt Authorizations", indicate the primary source of funding the debt service for the Debt Authorizations (example - HUD).

N/A - The HA does not carry any debt and has no plans to issue debt to fund capital projects.

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

Provide additional documentation as necessary.

Proposed Capital Budget

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	Funding Sources: Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Kitchen Renovations/Appliances	$ 22,056				$ 22,056	
Plumbing/Piping Mechanical	327,028				327,028	
Asphalt, Landscape, & Drainage	31,000				31,000	
Firewalls, Drywall, & Doors	-				-	
Total	380,084	-	-	-	380,084	-
Section 8						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	$ 380,084	$ -	$ -	$ -	$ 380,084	$ -

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

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	Current Budget Year 2024	2025	2026	2027	2028	2029
		Fiscal Year Beginning in					
Public Housing Management							
Kitchen Renovations/Appliances	$ 62,056	$ 22,056	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000
Plumbing/Piping Mechanical	527,028	327,028	200,000				
Asphalt, Landscape, & Drainage	31,000	31,000					
Firewalls, Drywall, & Doors	53,000	-	23,000	30,000			
Total	673,084	380,084	231,000	38,000	8,000	8,000	8,000
Section 8							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
TOTAL	$ 673,084	$ 380,084	$ 231,000	$ 38,000	$ 8,000	$ 8,000	$ 8,000

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

Hightstown Housing Authority

For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	Funding Sources: Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Kitchens/Flooring/Appliances	$ 62,056				$ 62,056	
Plumbing/Piping Mechanical	527,028				527,028	
Asphalt, Landscape, & Drainage	31,000				31,000	
Firewalls, Drywall, & Doors	53,000				53,000	
Total	673,084	-	-	-	673,084	-
Section 8						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	$ 673,084	$ -	$ -	$ -	$ 673,084	$ -
Total 5 Year Plan per CB-4	$ 673,084					
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.

Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: **Hightstown Housing Authority** Year Ending: **Decembe**

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regul please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

NONE

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here ☑ and certify below.

9/20/2023
Date

kleprevost@hightstownhousing.org
Clerk/Secretary to the Governing Body

Appendix to Budget Document