

Authority Budget of:

Guttenberg Housing Authority

LOCAL GOVERNMENT SERVICES
2018 JAN 31 P 3: 14

State Filing Year

2019

RECEIVED

For the Period:

April 1, 2019

to

March 31, 2020

APPROVED COPY

www.Guttenberg-housing.com

Authority Web Address



Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM APRIL 1, 2019 TO MARCH 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA RMA Date: 2/14/2019

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: _____

2019 PREPARER'S CERTIFICATION

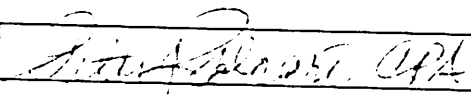
GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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		

2019 APPROVAL CERTIFICATION

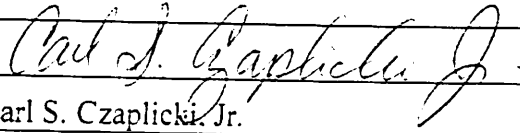
GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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 23rd day of January, 2019.

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

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

- A description of the Authority's mission and responsibilities
- The budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

Name of Officer Certifying compliance

Carl S. Czaplicki, Jr.

Title of Officer Certifying compliance

Executive Director

Signature



2019 HOUSING AUTHORITY BUDGET RESOLUTION GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

WHEREAS, the Annual Budget and Capital Budget for the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the governing body of the Guttenberg Housing Authority at its open public meeting of January 23, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,433,722, Total Appropriations, including any Accumulated Deficit if any, of \$ 4,426,612 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$228,789 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ -0-; and

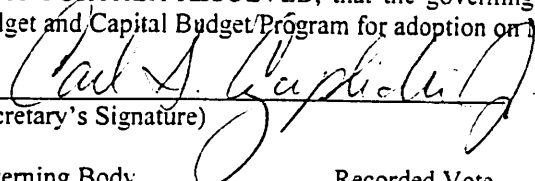
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority, at an open public meeting held on January 23, 2019 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, 2019 and ending, March 31, 2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Guttenberg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 18, 2019.


(Secretary's Signature)

1/23/19
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Wayne D. Zitt	✓			
Linda Habermann	✓			
Justin Mack	✓			
Marisol Montanez				✓
Edward Robinson	✓			
Lisa Torres-Munoz	✓			
Jolene Mantineo	✓			

2019 ADOPTION CERTIFICATION

GUTTENBERG

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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 18th day of, March, 2019.

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		

2019 ADOPTED BUDGET RESOLUTION

GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 2019, and ending, March 31, 2020 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of March 18, 2019; and

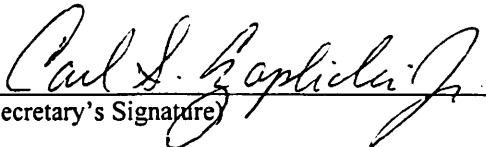
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

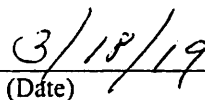
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,433,722, Total Appropriations, including any Accumulated Deficit, if any, of \$4,426,612 and Total Unrestricted Net Position utilized of \$ -0- ; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$228,789 and Total Unrestricted Net Position planned to be utilized of \$ -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Guttenberg Housing Authority, at an open public meeting held on March 18, 2019 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2019 and, ending, March 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


(Secretary's Signature)


(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Wayne D. Zitt, Chairperson				X
Linda Habermann, Vice-Chair	✓			
Justin Mack	✓			
Marisol Montanez	✓			
Edward Robinson	✓			
Lisa Torres-Munoz	✓			
Jolene Mantineo	✓			

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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

1. Complete a brief statement on the 2019 2019-2020 proposed Annual Budget and make comparison to the 2018 2018-2019 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 2019 budget represents management's efforts to continue reducing 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 maintain services for the maximum number of tenants under the Housing Choice Voucher Program.

Although Administrative Salaries are budgeted for only modest increases, the budgeted amount increased over the prior year because of salary adjustments that were made part way through the prior fiscal year that will now be budgeted for the entire proposed budget year. Staff training and travel are both budgeted to decrease because the new administrative staff and commissioners have completed the required training courses and will not be travelling for required courses. While three new commissioners need to be appointed, the HA is only budgeting for a few courses as the new commissioners will have two years to complete them.

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.

While total revenues are expected to remain relatively constant, the 2019 budget represents a significant shift between HUD Operating Subsidy and Capital Funds used for operations. This shift resulted from the fact that HUD reduced the project expense level by which the housing authority is funded for operating expenses. In order to offset the decrease in HUD Operating Subsidy, the housing authority will be using more of its capital fund subsidy to pay for operating expenses. This is allowable because the Guttenberg Housing Authority has less than 250 public housing units and, therefore, has more discretion in its use of capital funds provided by HUD. The authority is also expecting its portable administrative fees and fraud recovery to increase as it will continue its efforts to lease up to the maximum allowable units under the Housing Choice Voucher Program while remaining strict in its income reporting collection policies.

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 decrease in rent that might result from decreases in tenant incomes.

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

GUTTENBERG HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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 \$7,110 for the FYE March 31, 2020.

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.

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 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, 45)

While the proposed budget does not present an anticipated deficit from 2019 operations, the prior audit report reflects an accumulated deficit in Unrestricted Net Position of \$2,150,303. 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

2019

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.)	21-861-0900	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.)	601-650-0618	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, 2019 TO: March 31, 2020

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 2017 or 2018**) 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 2017 or 2018**) Transmittal of Wage and Tax Statements **\$699,730**
- 3) Provide the number of regular voting members of the governing body: **7**
- 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, 2018 or 2019 deadline has passed 2018 or 2019**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering)
YES *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **NO** *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?
NO*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **No** *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authority's procedures for all 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 the old HUD Form 52566 "Schedule of All Positions and Salaries" detailing each position, employee, and salary. In the case of the Executive Director, and 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 \$342.03 for refreshments served during the Board Meetings and \$187.25 for food during and in-house REAC training meeting. In addition, the Authority paid \$586.05 toward items for the tenant BBQ. *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **YES.** The Authority paid \$1,821.76 for hotels and auto travel to required courses for Executive Director and Commissioner Training. *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? **NO** *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A – 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, 2019 TO: March 31, 2020

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, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 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.

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	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	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	Reputable 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	
1 Carl S. Czaplack, Jr.	Exec. Director	37	X					\$ 54,232	\$ -	\$ -	\$ 28,252	\$ 82,484	Hudson County Voc. Center	Teacher	3	\$ 36,761	\$ 10,661	\$ 179,906	
2 Wayne D. Zitt	Chairperson	2 X	X										State NJ & Guttenberg	Chief Staff, Mayor	40	\$ 99,574	\$ 25,596	\$ 175,170	
3 Linda Habermann	Vice-Chairperson	2 X	X										NONE		0	0	0	0	
4 Marisol Montanez		1 X	X										Town of Guttenberg	St. Cit. Coord.	40	\$ 32,757	\$ 9,500	\$ 42,257	
5 Justin Mack		1 X	X										NONE		0	0	0	0	
6 Edward Robinson		1 X	X										NONE		0	0	0	0	
7 Lisa Torres-Munoz		1 X	X										NONE		0	0	0	0	
8 Jolene Mantinco		1 X	X										NONE		0	0	0	0	
9 Fatima Becerril	Former Asst. Dir.	40	X			X		\$ 133,139	\$ 0	\$ 0	\$ 31,191	\$ 164,330	NONE		0	0	0	\$ 164,330	
10																			
11																			
12																			
13																			
14																			
15																			
Total:								\$ 187,371	\$ -	\$ -	\$ 59,443	\$ 246,814				\$ 169,092	\$ 45,757	\$ 461,663	

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

Guttenberg Housing Authority

April 1, 2019

to

March 31, 2020

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	2	\$ 11,784	\$ 23,568	2	\$ 11,784	\$ 23,568	\$ -	0.0%
Parent & Child	3	21,096	63,288	3	20,972	62,916	372	0.6%
Employee & Spouse (or Partner)	1	23,568	23,568	1	23,568	23,568	-	0.0%
Family	3	32,880	98,640	3	32,072	96,216	2,424	2.5%
Employee Cost Sharing Contribution (enter as negative -)			(29,448)			(27,286)	(2,162)	7.9%
Subtotal	9		179,616	9		178,982	634	0.4%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal	0			0				
Retirees - Health Benefits - Annual Cost								
Single Coverage	2	6,449	12,898	2	6,449	12,898	-	0.0%
Parent & Child	3	32,162	96,486	3	32,162	96,486	-	0.0%
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal	5		109,384	5		109,384	-	0.0%
GRAND TOTAL	14		\$ 289,000	14		\$ 288,366	\$ 634	0.2%

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

YES	Yes or No
NO	Yes or No

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

YES	Yes or No
NO	Yes or No

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

Table of Accumulated Liability for Compensated Absences
 Guttenberg Housing Authority
 For the Period April 1, 2019 to March 31, 2020

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Carl S. Czaplicki, Jr.	20	\$ 7,692		X	
Jenny Morales	53	11,767		X	
Esther Garcia	31	5,604		X	
Sandra Torres	18	2,562		X	
Monica Fundora	21	4,442		X	
Lorena Rivarola	18	2,492		X	
Felix Arias	53	7,578		X	
Noe Amaya	44	6,382		X	
Julio Pena	141	24,216		X	
Hector Castano	85	16,837		X	
Fica & Medicare Tax on above amounts		6,852			
Total liability for accumulated compensated absences at beginning of current year		\$ 96,424			

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

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

FY 2019 Proposed Budget

	FY 2019 Proposed Budget				FY 20118 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations	All Operations	
REVENUES								
Total Operating Revenues	\$ 2,010,582	\$ -	\$ 2,236,060	\$ 28,500	\$ 4,275,142	\$ 4,477,215	\$ (202,073)	-4.5%
Total Non-Operating Revenues	156,180	-	2,400	-	158,580	9,690	148,890	1536.5%
Total Anticipated Revenues	2,166,762	-	2,238,460	28,500	4,433,722	4,486,905	(53,183)	-1.2%
APPROPRIATIONS								
Total Administration	630,103	-	166,098	-	796,201	775,274	20,927	2.7%
Total Cost of Providing Services	1,559,391	-	2,071,020	-	3,630,411	3,677,838	(47,427)	-1.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,189,494	-	2,237,118	-	4,426,612	4,453,112	(26,500)	-0.6%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,189,494	-	2,237,118	-	4,426,612	4,453,112	(26,500)	-0.6%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,189,494	-	2,237,118	-	4,426,612	4,453,112	(26,500)	-0.6%
ANTICIPATED SURPLUS (DEFICIT)	\$ (22,732)	\$ -	\$ 1,342	\$ 28,500	\$ 7,110	\$ 33,793	\$ (26,683)	-79.0%

Revenue Schedule

Guttenberg Housing Authority

For the Period April 1, 2019 to March 31, 2020

FY 2019 Proposed Budget

FY 2019 Proposed Budget	FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
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	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1,431,852				1,431,852	1,398,900	32,952	2.4%
Excess Utilities	29,088				29,088	30,960	(1,872)	-6.0%
Non-Dwelling Rental	7,200				7,200	7,200	-	0.0%
HUD Operating Subsidy	540,000				540,000	734,333	(194,333)	-26.5%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,225,460		2,225,460	2,258,467	(43,007)	-1.9%
Total Rental Fees	2,008,140		2,225,460		4,233,600	4,439,365	(206,265)	-4.5%
<i>Other Operating Revenues (List)</i>								
Laundry Income				23,500	23,500	23,400	100	0.4%
Late Charges	1,592				1,592	1,700	(8)	-0.5%
Community Room Rent & Bid Specs	750				750	750	-	0.0%
Portable Admin Fees and Fraud Recovery			10,600		10,600	6,500	4,100	63.1%
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Total Other Revenue	2,442		10,600	23,500	41,542	37,350	4,192	11.2%
Total Operating Revenues	2,010,582		2,236,060	23,500	4,275,142	4,477,215	(202,073)	-4.5%
NON-OPERATING REVENUES								
<i>Non-Operating Revenues (List)</i>								
Capital Funds Used for Operations	149,140				149,140	-	149,140	#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	149,140				149,140	-	149,140	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	7,040		2,400		9,440	9,690	(250)	-2.6%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	7,040		2,400		9,440	9,690	(250)	-2.6%
Total Non-Operating Revenues	156,180		2,400		158,580	9,690	148,890	1536.5%
ANTICIPATED REVENUES	\$ 2,166,762		\$ 2,238,460	\$ 23,500	\$ 4,433,722	\$ 4,486,905	\$ (53,183)	-1.2%

Prior Year Adopted Revenue Schedule

Guttenberg Housing Authority

FY 20118 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	1,398,900				1,398,900
Excess Utilities	30,960				30,960
Non-Dwelling Rental	7,200				7,200
HUD Operating Subsidy	734,333				734,333
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,258,457		2,258,457
Total Rental Fees	2,171,393	-	2,258,457	-	4,439,855
<i>Other Revenue (List)</i>					
Laundry Income				23,400	23,400
Late Charges	1,700				1,700
Community Room Rent & Bid Specs	750				750
Portable Admin Fees & Fraud Recovery			6,500		6,500
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	2,450	-	6,500	28,400	37,350
Total Operating Revenues	2,173,843	-	2,274,957	28,400	4,477,215
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	6,990		2,700		9,690
Penalties					-
Other					-
Total Interest	6,990	-	2,700	-	9,690
Total Non-Operating Revenues	6,990	-	2,700	-	9,690
TOTAL ANTICIPATED REVENUES	\$ 2,180,833	\$ -	\$ 2,277,657	\$ 28,400	\$ 4,486,905

Appropriations Schedule

Guttenberg Housing Authority

For the Period

April 1, 2019

To

March 31, 2020

FY 2019 Proposed Budget

	Public Housing Management	Housing	Voucher	Other Programs	Operations	Total All	Total All
Salary & Wages	271,405	74,875	181,473	46,893	228,371	346,080	346,080
Fringe Benefits	43,000	5,000	50,000	50,000	50,000	50,000	50,000
Legal	4,080	1,020	5,100	9,200	(4,100)	9,200	(4,100)
Staff Training	3,500	500	4,000	4,500	(500)	4,500	(500)
Travel	30,840	17,460	48,300	50,950	(2,560)	50,950	(2,560)
Accounting Fees	5,500	5,400	10,900	10,900	3,450	10,900	3,450
Auditing Fees	83,800	15,150	98,950	100,000	3,450	100,000	3,450
Total Administration	630,103	156,098	786,201	796,201	775,274	775,274	775,274

Salary & Wages - Tenant Services	256,211	256,211	256,211	256,211	243,730	243,730	746,161
Salary & Wages - Maintenance & Operation	33,385	33,385	33,385	33,385	32,400	32,400	985
Salary & Wages - Utility Labor	57,411	57,411	57,411	57,411	55,770	55,770	1,641
Fringe Benefits	240,563	240,563	240,563	240,563	238,504	238,504	717,067
Utilities	563,650	563,650	563,650	563,650	576,350	576,350	1,140,000
Maintenance & Operation	156,150	156,150	156,150	156,150	150,300	150,300	466,450
Protective Services	154,207	154,207	154,207	154,207	149,350	149,350	464,857
Payment in Lieu of Taxes (PILOT)	84,701	84,701	84,701	84,701	80,494	80,494	4,207
Normal Leave Payments	3,000	3,000	3,000	3,000	3,000	3,000	0
Other General Expense	2,071,020	2,071,020	2,071,020	2,071,020	2,111,880	2,111,880	40,860
Ordinary Maintenance	2,071,020	2,071,020	2,071,020	2,071,020	2,111,880	2,111,880	40,860
Replacement of Non-Expendable Equipment	-	-	-	-	-	-	-
Emergency Replacement/Additions	-	-	-	-	-	-	-
Miscellaneous OPS	-	-	-	-	-	-	-
Total Cost of Providing Services	1,559,391	2,071,020	3,630,411	3,630,411	3,677,838	3,677,838	417,427
Private Payments on Debt Service in Lieu of	-	-	-	-	-	-	-
Total Operating Appropriations	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
Interest Payments on Debt	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Stores & Maintenance Reserve	-	-	-	-	-	-	-
Real & Replacement Reserve	-	-	-	-	-	-	-
Utility/County Appropriation	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-
Total Non-Operating Appropriations	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
MULTIPLIERS	-	-	-	-	-	-	-
APPROPRIATIONS & ACCUMULATED	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
RESTRICTED NET POSITION UTILIZED	-	-	-	-	-	-	-
County/County Appropriation	-	-	-	-	-	-	-
Unrestricted Net Position Utilized	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
NET APPROPRIATIONS	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494

Salary & Wages	271,405	74,875	181,473	46,893	228,371	346,080	346,080
Fringe Benefits	43,000	5,000	50,000	50,000	50,000	50,000	50,000
Legal	4,080	1,020	5,100	9,200	(4,100)	9,200	(4,100)
Staff Training	3,500	500	4,000	4,500	(500)	4,500	(500)
Travel	30,840	17,460	48,300	50,950	(2,560)	50,950	(2,560)
Accounting Fees	5,500	5,400	10,900	10,900	3,450	10,900	3,450
Auditing Fees	83,800	15,150	98,950	100,000	3,450	100,000	3,450
Total Administration	630,103	156,098	786,201	796,201	775,274	775,274	775,274
Salary & Wages - Tenant Services	256,211	256,211	256,211	256,211	243,730	243,730	746,161
Salary & Wages - Maintenance & Operation	33,385	33,385	33,385	33,385	32,400	32,400	985
Salary & Wages - Utility Labor	57,411	57,411	57,411	57,411	55,770	55,770	1,641
Fringe Benefits	240,563	240,563	240,563	240,563	238,504	238,504	717,067
Utilities	563,650	563,650	563,650	563,650	576,350	576,350	1,140,000
Maintenance & Operation	156,150	156,150	156,150	156,150	150,300	150,300	466,450
Protective Services	154,207	154,207	154,207	154,207	149,350	149,350	464,857
Payment in Lieu of Taxes (PILOT)	84,701	84,701	84,701	84,701	80,494	80,494	4,207
Normal Leave Payments	3,000	3,000	3,000	3,000	3,000	3,000	0
Other General Expense	2,071,020	2,071,020	2,071,020	2,071,020	2,111,880	2,111,880	40,860
Ordinary Maintenance	2,071,020	2,071,020	2,071,020	2,071,020	2,111,880	2,111,880	40,860
Replacement of Non-Expendable Equipment	-	-	-	-	-	-	-
Emergency Replacement/Additions	-	-	-	-	-	-	-
Miscellaneous OPS	-	-	-	-	-	-	-
Total Cost of Providing Services	1,559,391	2,071,020	3,630,411	3,630,411	3,677,838	3,677,838	417,427
Private Payments on Debt Service in Lieu of	-	-	-	-	-	-	-
Total Operating Appropriations	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
Interest Payments on Debt	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Stores & Maintenance Reserve	-	-	-	-	-	-	-
Real & Replacement Reserve	-	-	-	-	-	-	-
Utility/County Appropriation	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-
Total Non-Operating Appropriations	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
MULTIPLIERS	-	-	-	-	-	-	-
APPROPRIATIONS & ACCUMULATED	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
RESTRICTED NET POSITION UTILIZED	-	-	-	-	-	-	-
County/County Appropriation	-	-	-	-	-	-	-
Unrestricted Net Position Utilized	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
NET APPROPRIATIONS	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494

Salary & Wages	271,405	74,875	181,473	46,893	228,371	346,080	346,080
Fringe Benefits	43,000	5,000	50,000	50,000	50,000	50,000	50,000
Legal	4,080	1,020	5,100	9,200	(4,100)	9,200	(4,100)
Staff Training	3,500	500	4,000	4,500	(500)	4,500	(500)
Travel	30,840	17,460	48,300	50,950	(2,560)	50,950	(2,560)
Accounting Fees	5,500	5,400	10,900	10,900	3,450	10,900	3,450
Auditing Fees	83,800	15,150	98,950	100,000	3,450	100,000	3,450
Total Administration	630,103	156,098	786,201	796,201	775,274	775,274	775,274
Salary & Wages - Tenant Services	256,211	256,211	256,211	256,211	243,730	243,730	746,161
Salary & Wages - Maintenance & Operation	33,385	33,385	33,385	33,385	32,400	32,400	985
Salary & Wages - Utility Labor	57,411	57,411	57,411	57,411	55,770	55,770	1,641
Fringe Benefits	240,563	240,563	240,563	240,563	238,504	238,504	717,067
Utilities	563,650	563,650	563,650	563,650	576,350	576,350	1,140,000
Maintenance & Operation	156,150	156,150	156,150	156,150	150,300	150,300	466,450
Protective Services	154,207	154,207	154,207	154,207	149,350	149,350	464,857
Payment in Lieu of Taxes (PILOT)	84,701	84,701	84,701	84,701	80,494	80,494	4,207
Normal Leave Payments	3,000	3,000	3,000	3,000	3,000	3,000	0
Other General Expense	2,071,020	2,071,020	2,071,020	2,071,020	2,111,880	2,111,880	40,860
Ordinary Maintenance	2,071,020	2,071,020	2,071,020	2,071,020	2,111,880	2,111,880	40,860
Replacement of Non-Expendable Equipment	-	-	-	-	-	-	-
Emergency Replacement/Additions	-	-	-	-	-	-	-
Miscellaneous OPS	-	-	-	-	-	-	-
Total Cost of Providing Services	1,559,391	2,071,020	3,630,411	3,630,411	3,677,838	3,677,838	417,427
Private Payments on Debt Service in Lieu of	-	-	-	-	-	-	-
Total Operating Appropriations	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
Interest Payments on Debt	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Stores & Maintenance Reserve	-	-	-	-	-	-	-
Real & Replacement Reserve	-	-	-	-	-	-	-
Utility/County Appropriation	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	-	-
Total Non-Operating Appropriations	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
MULTIPLIERS	-	-	-	-	-	-	-
APPROPRIATIONS & ACCUMULATED	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
RESTRICTED NET POSITION UTILIZED	-	-	-	-	-	-	-
County/County Appropriation	-	-	-	-	-	-	-
Unrestricted Net Position Utilized	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494
NET APPROPRIATIONS	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494	2,199,494

Operating Appropriations

Total Operating Appropriations

Interest Payments on Debt

Stores & Maintenance Reserve

Real & Replacement Reserve

Utility/County Appropriation

Reserves

Total Non-Operating Appropriations

MULTIPLIERS

APPROPRIATIONS & ACCUMULATED

RESTRICTED NET POSITION UTILIZED

County/County Appropriation

Unrestricted Net Position Utilized

NET APPROPRIATIONS

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

5% of Total Operating Appropriations

Prior Year Adopted Appropriations Schedule

Guttenberg Housing Authority

FY 20113 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 243,000		\$ 70,000		\$ 313,000
Fringe Benefits	137,132		49,522		236,714
Legal	45,000		5,000		50,000
Staff Training	7,360		1,840		9,200
Travel	4,000		500		4,500
Accounting Fees	32,590		13,370		50,960
Auditing Fees	5,500		5,400		10,900
Miscellaneous Administration *	84,900		15,100		100,000
Total Administration	609,542		165,732		775,274
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	243,780				243,780
Salary & Wages - Protective Services	32,400				32,400
Salary & Wages - Utility Labor	55,770				55,770
Fringe Benefits	258,504				258,504
Tenant Services					-
Utilities	576,350				576,350
Maintenance & Operation	160,800				160,800
Protective Services					-
Insurance	149,860				149,860
Payment in Lieu of Taxes (PILOT)	80,494				80,494
Terminal Leave Payments					-
Collection Losses	3,000				3,000
Other General Expense					-
Depreciation			2,111,830		2,111,830
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,565,953		2,111,830		3,677,833
Principal Payments on Debt Service in Lieu of Mortgage Insurance					-
Total Operating Appropriations	2,175,500		2,277,612		4,453,112
NON-OPERATING APPROPRIATIONS					
Interest Payments on Debt					-
Provision for Depreciation & Maintenance Reserve					-
Provision for Replacement Reserve					-
Provision for Municipality/County Appropriation Reserves					-
Total Non-Operating Appropriations					-
OPERATING APPROPRIATIONS	2,175,500		2,277,612		4,453,112
UNRESTRICTED DEFICIT					
OPERATING APPROPRIATIONS & ACCUMULATED DEFICIT	2,175,500		2,277,612		4,453,112
RESTRICTED NET POSITION UTILIZED					-
Municipality/County Appropriation					-
Total Unrestricted Net Position Utilized					-
NET APPROPRIATIONS	\$ 2,175,500	\$ -	\$ 2,277,612	\$ -	\$ 4,453,112

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

5% of Total Operating Appropriations \$ 108,775.00 \$ - \$ 113,830.60 \$ - \$ 222,655.60

Guttenberg Housing Authority

X

If Authority has no debt X this box

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 20118	Proposed Budget Year 2019	2020	2021	2022	2023		2024	Thereafter
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	\$	\$	\$	\$	\$	\$	\$	\$	\$
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$	\$	\$	\$	\$	\$	\$	\$	\$

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

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

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Guttenberg Housing Authority

X

If Authority has no debt X this box

Type in Issue Name
 Type in Issue Name
 Type in Issue Name
 Type in Issue Name
TOTAL INTEREST
LESS: HUD SUBSIDY
NET INTEREST

	Adopted Budget Year 20118	Proposed Budget Year 2019	<i>Fiscal Year Ending in</i>					Thereafter	Total Interest Payments Outstanding
			2020	2021	2022	2023	2024		
	\$ -	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	-	
	\$ -	-	-	-	-	-	-	-	

Guttenberg Housing Authority
 For the Period April 1, 2019 to March 31, 2020

FY 2019 Proposed Budget

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)
 Less: Invested in Capital Assets, Net of Related Debt (1)
 Less: Restricted for Debt Service Reserve (1)
 Less: Other Restricted Net Position (1)
 Total Unrestricted Net Position (1)
 Less: Designated for Non-Operating Improvements & Repairs
 Less: Designated for Rate Stabilization
 Less: Other Designated by Resolution
 Plus: Accrued Unfunded Pension Liability (1)
 Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)
 Plus: Estimated Income (Loss) on Current Year Operations (2)
 Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET
 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)

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 3,289,694	\$ -	\$ (38,991)	\$ 187,900	\$ 3,438,603
	5,588,906				5,588,906
	(2,299,212)	-	(38,991)	187,900	(2,150,303)
	1,856,218		177,675		2,033,893
	752,529		31,355		783,884
	5,338		55	28,400	33,793
	314,873	-	170,094	216,300	701,267
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	\$ 314,873	\$ -	\$ 170,094	\$ 216,300	\$ 701,267

(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 \$ 109,475 \$ - \$ 111,856 \$ - \$ 221,331
 (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.

2019

GUTTENBERG
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

**2019 CERTIFICATION OF HOUSING AUTHORITY
CAPITAL BUDGET/PROGRAM**

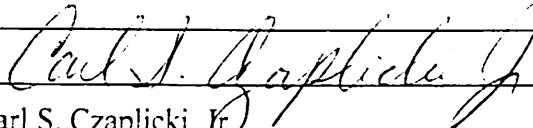
GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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 23rd day of January, 2019.

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:	690 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	cczaplicki@guttenberg-housing.com		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Guttenberg Housing Authority

FISCAL YEAR: FROM: April 1, 2019 TO: March 31, 2020

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 - NA

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, 2019 to March 31, 2020

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2016 & 2018 Kitchen Renovations	\$ 137,679				\$ 137,679	
CFP 2017 & 2018 Security Cameras	53,821				53,821	
CFP 2017 & 2018 Air Handling Unit	15,000				15,000	
CFP 2017 & 2018 Site Work Apt. Repairs	22,289				22,289	
Total	228,789	-	-	-	228,789	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Using 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	-	-	-	-	-	-
AL PROPOSED CAPITAL BUDGET	\$ 228,789	\$ -	\$ -	\$ -	\$ 228,789	\$ -

- 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, 2019 to March 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
CFP 2016 & 2018 Kitchen Renovations	\$ 255,339	\$ 137,679	\$ 127,660				
CFP 2017 & 2018 Security Cameras	53,821	53,821					
CFP 2017 & 2018 Air Handling Unit	115,000	15,000	75,000	25,000			
CFP 2017 & 2018 Site Work Apt. Repair	134,110	22,289	61,821	50,000	50,000		
Total	618,270	223,789	254,431	75,000	50,000	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Section 8 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	-	-	-	-	-	-	-
AL	\$ 618,270	\$ 223,789	\$ 254,431	\$ 75,000	\$ 50,000	\$ -	\$ -

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, 2019 to March 31, 2020

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2016 & 2018 Kitchen Renovation.	\$ 265,339				\$ 265,339	
CFP 2017 & 2018 Security Cameras	53,821				53,821	
CFP 2017 & 2018 Air Handling Unit	115,000				115,000	
CFP 2017 & 2018 Site Work Apt. Repa	184,110				184,110	
Total	618,270	-	-	-	618,270	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Using 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	\$ 618,270	\$ -	\$ -	\$ -	\$ 618,270	\$ -
Total 5 Year Plan per CB-4	<u>\$ 618,270</u>					

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.