

*Authority Budget of:  
Guttenberg Hosuing Authority*

**ADOPTED COPY**

**State Filing Year**

**2022**

*For the Period:*

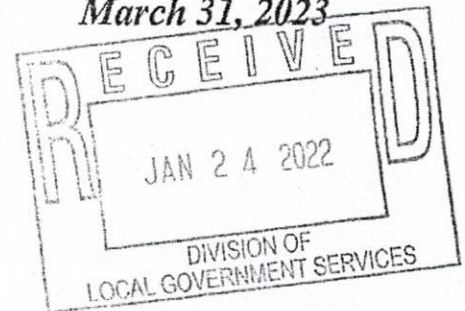
*April 1, 2022*

*to*

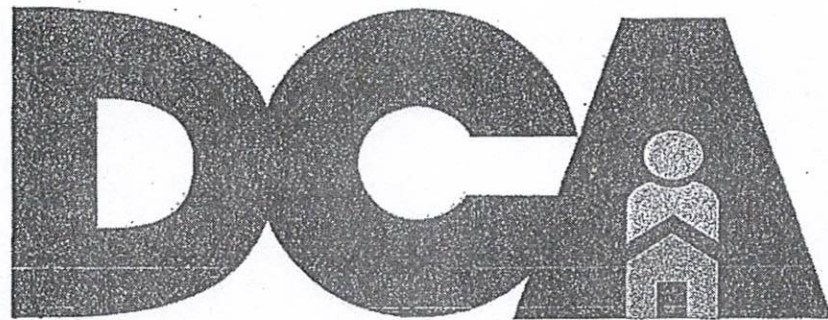
*March 31, 2023*

[www.Guttenbergha.org](http://www.Guttenbergha.org)

Authority Web Address



**ADOPTED COPY**  
**APPROVED COPY**



NJ DEPARTMENT OF  
**Community Affairs**

*Division of Local Government Services*

**2022 (2022-2023) HOUSING AUTHORITY BUDGET**

**Certification Section**

**2022 (2022-2023)**

**GUTTENBERG**

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM April 1, 2022 TO March 31, 2023**

**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: \_\_\_\_\_

# 2022 (2022-2023) PREPARER'S CERTIFICATION

## GUTTENBERG

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: April 1, 2022 **TO:** March 31, 2023

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		

# 2022 (2022-2023) APPROVAL CERTIFICATION

## GUTTENBERG

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

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 19th day of January, 2022.

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

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

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.gutenbergha.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.

- 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

Ruddys Andrade

Title of Officer Certifying compliance

Executive Director

Signature

**2022 (2022-2023) HOUSING AUTHORITY BUDGET  
RESOLUTION  
GUTTENBERG HOUSING AUTHORITY**

**FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023**

WHEREAS, the Annual Budget and Capital Budget for the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2022 and ending March 31, 2022 has been presented before the governing body of the Guttenberg Housing Authority at its open public meeting of January 19, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,055,657, Total Appropriations, including any Accumulated Deficit if any, of \$4,987,278 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$417,218 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 19, 2022 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, 2022 and ending March 31, 2023 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 7, 2022.

\_\_\_\_\_  
(Secretary's Signature) \_\_\_\_\_  
(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

- Linda Habermann-Ward
- Marisol Montanez
- Luz Torres
- Jolene Mantineo
- Rebecca Acosta
- Gonzalo Perez
- Blanca Popiel

# 2022 (2022-2023) ADOPTION CERTIFICATION

## GUTTENBERG

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: APRIL 1, 2022 TO: March 31, 2023

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 7th day of March, 2022.

Officer's Signature:			
Name:	Ruddys Andrade		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-090	Fax Number:	201-861-4521
E-mail address	Randrade@guttenbergha.org		



# 2022 (2022-2023) ADOPTED BUDGET RESOLUTION

## GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 2022 and ending March 31, 2023 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of March 7, 2022; 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 \$ 5,055,657, Total Appropriations, including any Accumulated Deficit, if any, of \$4,987,278 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$417,218 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 7, 2022 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 1, 2022 and, ending March 31, 2023 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote  
Aye      Nay      Abstain      Absent

Linda Habermann-Ward  
Marisol Montanez  
Luz Torres  
Jolene Mantineo  
Rebecca Acosta  
Gonzalo Perez  
Blanca Popiel

**2022 (2022-2023) HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

# 2022 (2022-2023) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS GUTTENBERG AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

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

1. Complete a brief statement on the 2022/2022-2023 proposed Annual Budget and make comparison to the 2021/2021-2022 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

The proposed 2022 budget represents management's efforts to continue operating within industry guidelines while continuing its' goal of providing affordable housing to the maximum number of tenants possible. Both revenues and appropriations are expected to increase in 2022. HUD has increased funding in order to help combat the Coronavirus Pandemic and stimulate the economy. The Authority is planning to use these funds in a variety of ways that leads to better living conditions for our tenants. Non-Dwelling rents are decreasing because the Authority has stopped charging the live in maintenance men monthly rent. HUD funded operating subsidy at the full amount in 2021 and the Authority is expecting the same to occur in 2022. As a result, the HA is budgeting an increase in operating subsidy to be consistent with the prior year actual subsidy received. The Authority is also expecting an increase in late fees and portable administrative fees as the HA is budgeting those items based on actual amounts received in the current year. There has been an increase in the number of incoming portable vouchers so the related fees are increasing. While not significant in the dollar amount, the percentage increase is in excess of 10%. The amount of capital funds used for operations is decreasing because the HA will be able to use the increased operating subsidy to fund appropriations and leave the capital funds for increased expenditures under the capital budget. Interest income is also expected to decrease as interest rates decrease and the Authority uses cash to do renovations. On the appropriations side, staff training is expected to increase as restrictions ease and in person classes are offered. Maintenance salaries are expected to increase as the HA is hiring an additional part time maintenance person. Regular maintenance materials and contract costs are also expected to increase as the Authority uses the additional subsidy to renovate and maintain the housing units. Specifically, the Authority is budgeting for landscaping services, apartment repairs, and additional elevator repairs. Finally, while total health care costs will remain relatively constant, there is a slight decrease as one employee is switching from full family coverage to coverage for the employee and spouse only. As always, the Authority will continue to monitor its' revenues and appropriations and make any financial decisions accordingly.

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

Even though the local and regional economy is unstable due to the current Pandemic, it should not have a significant impact on the proposed annual budget because government subsidies should offset any potential decrease in rent that might result from decreases in tenant incomes.

**2022 (2022-2023) HOUSING AUTHORITY BUDGET  
MESSAGE & ANALYSIS  
GUTTENBERG  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023**

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

The Authority does not anticipate utilizing Unrestricted Net Position in the proposed budget. The HA is expecting a surplus of \$68,379 for the FYE March 31, 2023.

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

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

5. The proposed budget must not reflect an anticipated deficit from 2022/2022-2023 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

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

While the proposed budget does not present an anticipated deficit from 2022 operations, the prior audit report reflects an accumulated deficit in Unrestricted Net Position of \$3,807,912. The deficit is the direct result of GASB 68 and GASB 75 requiring the recording of unfunded pension liabilities and other post-employment benefit costs. Without these accruals and the related deferred inflows and outflows, the Unrestricted Net Position would be \$890,291 at 9/30/21 (prior audit period). In addition to instituting cost saving measures, the Authority has separated its laundry income as non-federal funds as directed by HUD and will make these funds available if needed. The non-federal funds are shown in the Other Programs Column on the proposed budget. It is expected that the required payments will be made over a number of years. Even with these items, the Authority will need to secure other revenue streams in order to reduce the accumulated deficit resulting from instituting GASB 68 and GASB 75. Most likely, the Authority will look to HUD for funding and/or guidance since it is required to participate in the NJPERS system.

# HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2022 (2022-2023)

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

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

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

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

<b>Chief Financial Officer(1)</b>	Ruddys Andrade		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	201-861-0900	<b>Fax:</b>	201-861-4521
<b>E-mail:</b>	randrade@guttenbergha.org		

<b>Name of Auditor:</b>	Anthony Giampaolo, CPA		
<b>Name of Firm:</b>	Hymanson, Parnes, & Giampaolo		
<b>Address:</b>	467 Middletown-Lincroft Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	7362-842-4551
<b>E-mail:</b>	tony@hpgnj.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

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 2020 or 2021**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 23
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2020 or 2021**) Transmittal of Wage and Tax Statements: \$732,360
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority))
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **NO** If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2021 or 2022 deadline has passed 2021 or 2022) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **YES**  
If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **NO** If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? **NO**
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **NO**
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **NO**If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **NO** If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

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

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

- 11) Did the Authority pay for meals or catering during the current fiscal year? **YES. During the current year the Housing Authority paid a total of \$8,687 for meals and catering. The HA spent \$1,266 for food during in-house training, staff meetings, and board meetings. The Authority also paid \$1,739 for a BBQ for the PHA tenants, \$3,200 for a BBQ for the Section 8 tenants and landlords, and \$2,482 for various tenant services functions. If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.**
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **YES. The HA paid \$2,099 for travel to conferences such as the League of Municipalities, NJ NAHRO, PHADA, etc. 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. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO** *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? **NO** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? **NO** *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*



*(This page is directions for filling in page (N-4 (2-of 2) ) (No answers should be entered on this page)*

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

**GUTTENBERG HOUSING AUTHORITY**

**FISCAL YEAR: FROM: APRIL 1, 2022 TO: March 31, 2023**

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

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

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

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

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

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

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

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

**Reportable compensation:** (Use the Most Recent W-2 available 2019 or 2020). 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 being the most recent calendar year ended).

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

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

Guttenberg Housing Authority  
 For the Period April 1, 2022 to March 31, 2023

A. B. C. D. E. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z.

Name	Title	Average Hours per Week Dedicated to Position	Position		Reportable Compensation from Authority (W-2/ 1099)		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee									
1. Ruddy Andrade	Exec. Director	40	X					\$ 104,597	NONE						146,055
2. Linda Haberman-Ward	Chairperson	2 X						0	0	0	0	0	0	0	0
3. Marison Montanez	Vice Chairperson	2 X						0	0	0	0	0	40,058	11,615	51,673
4. Luz Torres	Commissioner	1 X						0	0	0	0	0	0	0	0
5. Jolene Mantieco	Commissioner	1 X						0	0	0	0	0	155,174	45,000	200,174
6. Rebecca Acosta	Commissioner	1 X						0	0	0	0	0	0	0	0
7. Gonzalo Perez	Commissioner	1 X						0	0	0	0	0	0	0	0
8. Blanca Popiel	Commissioner	1 X						0	0	0	0	0	0	0	0
9								0	0	0	0	0	0	0	0
10								0	0	0	0	0	0	0	0
11								0	0	0	0	0	0	0	0
12								0	0	0	0	0	0	0	0
13								0	0	0	0	0	0	0	0
14								0	0	0	0	0	0	0	0
15								0	0	0	0	0	0	0	0
Total:								\$ 104,597	\$ -	\$ -	\$ -	\$ -	\$ 195,232	\$ 56,615	\$ 397,902

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

# Schedule of Health Benefits - Detailed Cost Analysis

Guttenberg Housing Authority  
 For the Period April 1, 2022 to March 31, 2023

Inout - X - in Box Below IF this Page is Non-Applicable

	Annual Cost		# of Covered Members (Medical & Rx)	# of Covered Members (Medical & Rx) Current Year	Total Cost Estimate Proposed Budget	Annual Cost per Employee Proposed Budget	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Budget							
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	4	\$ 11,834	4	4	\$ 47,336	\$ 11,619	\$ 46,476	\$ 860	1.9%
Parent & Child	3	21,183	3	3	63,549	20,798	62,394	1,155	1.9%
Employee & Spouse (or Partner)	2	23,668	1	1	47,336	23,238	23,238	24,098	103.7%
Family	1	33,017	2	2	33,017	32,418	64,836	(31,819)	-49.1%
Employee Cost Sharing Contribution (enter as negative - )					(36,564)		(31,164)	(5,400)	17.3%
<b>Subtotal</b>	<b>10</b>	<b>154,674</b>	<b>10</b>	<b>10</b>	<b>154,674</b>	<b>115,878</b>	<b>165,780</b>	<b>(11,106)</b>	<b>-6.7%</b>
<b>Commissioners - Health Benefits - Annual Cost</b>									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )									#DIV/0!
<b>Subtotal</b>	<b>0</b>		<b>0</b>	<b>0</b>					<b>#DIV/0!</b>
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage	2	4,717	2	2	9,434	4,797	9,594	(160)	-1.7%
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)	3	17,839	3	3	53,517	17,693	53,079	438	0.8%
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )	5		5	5	62,951		62,673	278	0.4%
<b>Subtotal</b>	<b>15</b>	<b>217,625</b>	<b>15</b>	<b>15</b>	<b>217,625</b>	<b>139,987</b>	<b>228,453</b>	<b>(10,828)</b>	<b>-4.7%</b>
<b>GRAND TOTAL</b>									

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

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

# Schedule of Accumulated Liability for Compensated Absences

Guttenberg Housing Authority

For the Period April 1, 2022

to

March 31, 2023

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement	Legal Basis for Benefit (check applicable items)
Ruddys Andrade	28	\$ 12,420		X		
Jenny Morales	48	11,302		X		
Esther Garcia	36	6,965		X		
Sandra Torres	47	7,262		X		
Monca Fundora	61	17,423		X		
Lorena Riverola	16	2,409		X		
Felix Arias	63	9,571		X		
Noe Amaya	13	2,009		X		
Julio Pena	151	24,777		X		
Neil Castro	18	3,731		X		
Louis Valle	35	4,715		X		
Fica & Medicae Tax on above amounts		7,849		X		
<b>Total liability for accumulated compensated absences at beginning of current year</b>		<b>\$ 110,433</b>				

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

## Schedule of Shared Service Agreements

Guttenberg Housing Authority

to March 31, 2023

For the Period April 1, 2022

If No Shared Services X this Box

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Town of Guttenberg	Guttenberg Housing Authority	Qualified Purchasing Agent	Quarterly payment required to the Town. The HA anticipates renewing the agreement for the subsequent year.	4/1/2021	3/31/2022	\$ 15,000
Town of Guttenberg	Guttenberg Housing Authority	Inspector	Quarterly payment required to the Town. The HA anticipates renewing the agreement for the subsequent year.	4/1/2021	3/31/2022	\$ 26,000

**2022 (2022-2023) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

**2022 (2022-2023) HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

# SUMMARY

Guttenberg Housing Authority  
 For the Period April 1, 2022 to March 31, 2023

	<b>FY 2023 Proposed Budget</b>				FY 2022 Adopted Budget.	All Operations All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
<b>REVENUES</b>								
Total Operating Revenues	\$ 2,370,227	\$ -	\$ 2,519,200	\$ 36,600	\$ 4,926,027	\$ 4,518,420	\$ 407,607	9.0%
Total Non-Operating Revenues	128,430	-	1,200	-	129,630	163,948	(34,318)	-20.9%
Total Anticipated Revenues	2,498,657	-	2,520,400	36,600	5,055,657	4,682,368	373,289	8.0%
<b>APPROPRIATIONS</b>								
Total Administration	665,684	-	179,719	-	845,403	805,066	40,337	5.0%
Total Cost of Providing Services	1,804,875	-	2,337,000	-	4,141,875	3,859,775	282,100	7.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,470,559	-	2,516,719	-	4,987,278	4,664,841	322,437	6.9%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,470,559	-	2,516,719	-	4,987,278	4,664,841	322,437	6.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,470,559	-	2,516,719	-	4,987,278	4,664,841	322,437	6.9%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 28,098	\$ -	\$ 3,681	\$ 36,600	\$ 68,379	\$ 17,527	\$ 50,852	290.1%



## Revenue Schedule

Guttenberg Housing Authority  
For the Period April 1, 2022 to March 31, 2023

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 Adopted Budget</b>	<b>Proposed vs. Adopted</b>	<b>Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1,501,440				1,501,440	1,441,440	60,000	4.2%
Excess Utilities	30,096				30,096	29,520	576	2.0%
Non-Dwelling Rental	-				-	7,200	(7,200)	-100.0%
HUD Operating Subsidy	835,441				835,441	613,375	222,066	36.2%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,507,000		2,507,000	2,383,000	124,000	5.2%
<b>Total Rental Fees</b>	<b>2,366,977</b>	<b>-</b>	<b>2,507,000</b>	<b>-</b>	<b>4,873,977</b>	<b>4,474,535</b>	<b>399,442</b>	<b>8.9%</b>
<i>Other Operating Revenues (List)</i>								
Laundry Income				36,600	36,600	34,500	2,100	6.1%
Late Charges	3,000				3,000	2,280	720	31.5%
Community Room Rent & Bid Specs	250				250	250	-	0.0%
Portable Admin Fees & Fraud Recovery			12,200		12,200	6,855	5,345	78.0%
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!
Type In (Grant, Other Rev)					-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>3,250</b>	<b>-</b>	<b>12,200</b>	<b>36,600</b>	<b>52,050</b>	<b>43,885</b>	<b>8,165</b>	<b>18.6%</b>
<b>Total Operating Revenues</b>	<b>2,370,227</b>	<b>-</b>	<b>2,519,200</b>	<b>36,600</b>	<b>4,926,027</b>	<b>4,518,420</b>	<b>407,607</b>	<b>9.0%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Capital Funds Used for Operations	123,245				123,245	152,550	(29,305)	-19.2%
Type In					-	-	-	#DIV/0!
Type In					-	-	-	#DIV/0!
Type In					-	-	-	#DIV/0!
Type In					-	-	-	#DIV/0!
Type In					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>123,245</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>123,245</b>	<b>152,550</b>	<b>(29,305)</b>	<b>-19.2%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	5,185		1,200		6,385	11,398	(5,013)	-44.0%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>	<b>5,185</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>6,385</b>	<b>11,398</b>	<b>(5,013)</b>	<b>-44.0%</b>
<b>Total Non-Operating Revenues</b>	<b>128,430</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>129,630</b>	<b>163,948</b>	<b>(34,318)</b>	<b>-20.9%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,498,657</b>	<b>\$ -</b>	<b>\$ 2,520,400</b>	<b>\$ 36,600</b>	<b>\$ 5,055,657</b>	<b>\$ 4,682,368</b>	<b>\$ 373,289</b>	<b>8.0%</b>

## Prior Year Adopted Revenue Schedule

Guttenberg Housing Authority

*FY 2022 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,441,440				1,441,440
Excess Utilities	29,520				29,520
Non-Dwelling Rental	7,200				7,200
HUD Operating Subsidy	613,375				613,375
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,383,000		2,383,000
<b>Total Rental Fees</b>	<b>2,091,535</b>	-	<b>2,383,000</b>	-	<b>4,474,535</b>
<i>Other Revenue (List)</i>					
Laundry Income				34,500	34,500
Late Charges	2,280				2,280
Community Room Rent & Bid Specs	250				250
Portable Admin Fees & Fraud Recovery			6,855		6,855
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
Type In (Grant, Other Rev)					-
<b>Total Other Revenue</b>	<b>2,530</b>	-	<b>6,855</b>	<b>34,500</b>	<b>43,885</b>
<b>Total Operating Revenues</b>	<b>2,094,065</b>	-	<b>2,389,855</b>	<b>34,500</b>	<b>4,518,420</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Capital Funds Used for Operations	152,550				152,550
Type In					-
Type In					-
Type In					-
Type In					-
Type In					-
<b>Other Non-Operating Revenues</b>	<b>152,550</b>	-	-	-	<b>152,550</b>
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	9,673		1,725		11,398
Penalties					-
Other					-
<b>Total Interest</b>	<b>9,673</b>	-	<b>1,725</b>	-	<b>11,398</b>
<b>Total Non-Operating Revenues</b>	<b>162,223</b>	-	<b>1,725</b>	-	<b>163,948</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,256,288</b>	<b>\$ -</b>	<b>\$ 2,391,580</b>	<b>\$ 34,500</b>	<b>\$ 4,682,368</b>

# Appropriations Schedule

Guttenberg Housing Authority  
 For the Period April 1, 2022 to March 31, 2023

	FY 2023 Proposed Budget				FY 2022 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	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	317,886		85,296		\$ 404,182	\$ 371,672	\$ 32,510	8.7%
Fringe Benefits	154,678		41,918		196,596	200,219	(3,623)	-1.8%
Legal	46,940		5,000		51,940	49,440	2,500	5.1%
Staff Training	4,220		2,815		7,035	2,560	4,475	174.8%
Travel	4,000		1,000		5,000	5,000	-	0.0%
Accounting Fees	32,940		19,320		52,260	49,740	2,520	5.1%
Auditing Fees	5,735		6,800		12,535	11,990	545	4.5%
Miscellaneous Administration*	99,285		16,570		115,855	114,445	1,410	1.2%
Total Administration	665,684	-	179,719	-	845,403	805,066	40,337	5.0%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	310,068				310,068	271,351	38,717	14.3%
Salary & Wages - Protective Services	36,800				36,800	35,762	1,038	2.9%
Salary & Wages - Utility Labor	77,214				77,214	72,724	4,490	6.2%
Fringe Benefits	222,585				222,585	203,448	19,137	9.4%
Tenant Services					-	-	-	#DIV/0!
Utilities	588,390				588,390	563,300	25,090	4.5%
Maintenance & Operation	305,760				305,760	240,690	65,070	27.0%
Protective Services					-	-	-	#DIV/0!
Insurance	174,665				174,665	165,486	9,179	5.5%
Payment in Lieu of Taxes (PILOT)	86,593				86,593	84,214	2,379	2.8%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	2,800				2,800	2,800	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents			2,337,000		2,337,000	2,220,000	117,000	5.3%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,804,875	-	2,337,000	-	4,141,875	3,859,775	282,100	7.3%
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,470,559	-	2,516,719	-	4,987,278	4,664,841	322,437	6.9%
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	2,470,559	-	2,516,719	-	4,987,278	4,664,841	322,437	6.9%
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,470,559	-	2,516,719	-	4,987,278	4,664,841	322,437	6.9%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,470,559	\$ -	\$ 2,516,719	\$ -	\$ 4,987,278	\$ 4,664,841	\$ 322,437	6.9%

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

5% of Total Operating Appropriations      \$ 123,527.95      \$ -      \$ 125,835.95      \$ -      \$ 249,363.90

## Prior Year Adopted Appropriations Schedule

Guttenberg Housing Authority

FY 2022 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 290,355		\$ 81,317		\$ 371,672
Fringe Benefits	159,852		40,367		200,219
Legal	44,440		5,000		49,440
Staff Training	1,540		1,020		2,560
Travel	4,000		1,000		5,000
Accounting Fees	31,320		18,420		49,740
Auditing Fees	5,995		5,995		11,990
Miscellaneous Administration*	97,995		16,450		114,445
Total Administration	635,497	-	169,569	-	805,066
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	271,351				271,351
Salary & Wages - Protective Services	35,762				35,762
Salary & Wages - Utility Labor	72,724				72,724
Fringe Benefits	203,448				203,448
Tenant Services					-
Utilities	563,300				563,300
Maintenance & Operation	227,470			13,220	240,690
Protective Services					-
Insurance	165,486				165,486
Payment in Lieu of Taxes (PILOT)	84,214				84,214
Terminal Leave Payments					-
Collection Losses	2,800				2,800
Other General Expense					-
Rents			2,220,000		2,220,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,626,555	-	2,220,000	13,220	3,859,775
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,262,052	-	2,389,569	13,220	4,664,841
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	2,262,052	-	2,389,569	13,220	4,664,841
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,262,052	-	2,389,569	13,220	4,664,841
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,262,052	\$ -	\$ 2,389,569	\$ 13,220	\$ 4,664,841

\* 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	\$ 113,102.60	\$ -	\$ 119,478.45	\$ 661.00	\$ 233,242.05
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# Debt Service Schedule - Principal

Guttenberg Housing Authority

If Authority has no debt X this box

*Fiscal Year Ending in*

	Proposed Budget Year 2023	2024	2025	2026	2027	2028	Thereafter	Total Principal Outstanding
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
Type in Issue Name								-
<b>TOTAL PRINCIPAL</b>	\$ -	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	\$ -	-	-	-	-	-	-	-
<b>NET PRINCIPAL</b>	\$ -	-	-	-	-	-	-	-

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

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Poors</i>
Bond Rating			
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

	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2023	2024	2025	2026	2027	2028		
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>TOTAL INTEREST</b>	\$ -	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	\$ -	-	-	-	-	-	-	-
<b>NET INTEREST</b>	\$ -	-	-	-	-	-	-	-

# Net Position Reconciliation

Guttenberg Housing Authority      April 1, 2022      to      March 31, 2023  
For the Period

## FY 2023 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 713,989	\$ -	\$ (260,386)	\$ 247,713	\$ 701,316
Less: Invested in Capital Assets, Net of Related Debt (1)					4,509,228
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	(3,795,239)	-	(260,386)	247,713	(3,807,912)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,560,881		141,216		1,702,097
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,688,893		307,213		2,996,106
Plus: Estimated Income (Loss) on Current Year Operations (2)	(5,764)		2,011	21,280	17,527
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	448,771	-	190,054	268,993	907,818
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					-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 448,771	\$ -	\$ 190,054	\$ 268,993	\$ 907,818

(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      \$ 123,528      \$ -      \$ 125,836      \$ -      \$ 249,364  
 (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.

2022 (2022-2023)

GUTTENBERG  
HOUSING  
AUTHORITY

CAPITAL  
BUDGET/  
PROGRAM



# 2022 (2022-2023) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## Guttenberg Housing Authority

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

**enter X to the left if this paragraph is applicable**

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Guttenberg Housing Authority, on the 19th day of January, 2022.

**OR**

**enter X to the left if this paragraph is applicable**

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

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

# 2022 (2022-2023) CAPITAL BUDGET/PROGRAM MESSAGE

## Guttenberg Housing Authority

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

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

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

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

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

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

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

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

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

N/A

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

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

*Add additional sheets if necessary.*

# Proposed Capital Budget

Guttenberg Housing Authority

For the Period April 1, 2022 to March 31, 2023

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
New Elevators	\$ 417,218				\$ 417,218	
Upgrade Camera System	-					
Vacuum Condensor	-					
Water Tank	-					
Total	417,218	-	-	-	417,218	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 417,218</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 417,218</b>	<b>\$ -</b>

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

## 5 Year Capital Improvement Plan

Guttenberg Housing Authority  
 For the Period April 1, 2022 to March 31, 2023

*Fiscal Year Beginning In*

Estimated Total Cost	Current Budget					
	Year 2023	2024	2025	2026	2027	2028
<i>Public Housing Management</i>						
New Elevators	\$ 667,218	\$ 417,218	\$ 125,000	\$ 125,000		
Upgrade Camera System	90,000	-		45,000	45,000	
Vacuum Condensor	43,271	-			43,271	
Water Tank	18,630	-				18,630
Total	819,119	417,218	125,000	125,000	45,000	88,271 18,630
<i>Section 8</i>						
Type In Description	-	-				
Type In Description	-	-				
Type In Description	-	-				
Type In Description	-	-				
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type In Description	-	-				
Type In Description	-	-				
Type In Description	-	-				
Type In Description	-	-				
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type In Description	-	-				
Type In Description	-	-				
Type In Description	-	-				
Type In Description	-	-				
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 819,119</b>	<b>\$ 417,218</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 45,000</b>	<b>\$ 88,271 \$ 18,630</b>

*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, 2022 to March 31, 2023

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
New Elevators	\$ 667,218				\$ 667,218
Upgrade Camera System	90,000				90,000
Vacuum Condensor	43,271				43,271
Water Tank	18,630				18,630
Total	819,119	-	-	-	819,119
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<b>TOTAL</b>	\$ 819,119	\$ -	\$ -	\$ -	\$ 819,119
Total 5 Year Plan per CB-4	\$ 819,119				
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.*