

Fiscal Year Start Year End Year
2023 2023 - 2024

Housing Authority Budget of:
New Brunswick Housing Authority

State Filing Year 2023 ADOPTED COPY

For the Period: *July 1, 2023* to *June 30, 2024*

www.newbrunswickhousing.org
Housing Authority Web Address



Division of Local Government Services

**2023 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2023

New Brunswick Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: July 01, 2023 to June 30, 2024

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cvet CPA, RMA Date: 8/31/2023

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cvet CPA, RMA Date: 8/31/2023

2023 PREPARER'S CERTIFICATION

New Brunswick Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

Preparer's Signature:	mike@polcarico.com
Name:	Michael A. Maurice, CPA
Title:	Fee Accountant
Address:	2035 Hamburg Turnpike, Suite H
	Wayne, NJ 07470
Phone Number:	973-831-6970
Fax Number:	973-831-6972
E-mail Address:	mike@polcarico.com

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

- A description of the Authority's mission and responsibilities.
- 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 includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding 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:	<u>John Clarke</u>
Title of Officer Certifying Compliance:	<u>Executive Director</u>
Signature:	<u>jclarke@nbnjha.org</u>

2023 APPROVAL CERTIFICATION

New Brunswick Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: July 01, 2023 to June 30, 2024

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body New Brunswick Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on August 28, 2023.

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

Officer's Signature:	jclarke@nbjha.org
Name:	John Clarke
Title:	Executive Director
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901
Phone Number:	732-745-5157
Fax Number:	732-253-7799
E-mail Address:	jclarke@nbjha.org

2023 HOUSING AUTHORITY BUDGET RESOLUTION

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

WHEREAS, the Annual Budget for New Brunswick Housing Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024 has been presented before the governing body of the New Brunswick Housing Authority at its open public meeting of August 28, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$17,999,315.00, Total Appropriations including any Accumulated Deficit, if any, of \$17,626,789.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$810,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the New Brunswick Housing Authority, at an open public meeting held on August 28, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024, is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the New Brunswick Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on April 26, 2023.

jclarke@nbnjha.org

(Secretary's Signature)

5/24/2023

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Yesenia Medina-Hernandez	X			
Zachary Wright	X			
Wallace Dunlap				X
Dale Caldwell				X
Yirgu Wolde	X			
Anthony Giorgianni	X			
Vacant				

2023 ADOPTION CERTIFICATION

New Brunswick Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: July 01, 2023 to June 30, 2024

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the New Brunswick Housing Authority, pursuant to N.J.A.C 5:31-2.3, on June 28, 2023.

Officer's Signature:	jclarke@nbnjha.org		
Name:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157	Fax:	732-253-7799
E-mail address:	jclarke@nbnjha.org		

2023 ADOPTED BUDGET RESOLUTION

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the New Brunswick Housing Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024 has been presented for adoption before the governing body of the New Brunswick Housing Authority at its open public meeting of June 28, 2023; and

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

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$17,999,315.00, Total Appropriations, including any Accumulated Deficit, if any, of \$17,626,789.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$810,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the New Brunswick Housing Authority at an open public meeting held on June 28, 2023 that the Annual Budget and Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

jclarke@nbnjha.org

(Secretary's Signature)

8/29/2023

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Yesenia Medina-Hernandez	X			
Zachary Wright	X			
Wallace Dunlap	X			
Dale Caldwell			X	
Yirgu Wolde	X			
Anthony Giorgianni	X			
Vacant				

**2023 HOUSING AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION**

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

1. Complete a brief statement on the Fiscal Year 2023 proposed Annual Budget and make comparison to the Fiscal Year 2022 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The Authority has budgeted for a surplus of \$372,526 compared to the prior year surplus of \$197,110 representing a 89% increase. The increase is primarily due to a increase in operating subsidy in the Low Rent Public Housing Program. HUD has increased the inflation factor in the calculation of the PEL and UEL due to the current economic inflation.

The Authority has budgeted for an increae in redevelopment activites of \$155,000. The Authority has an opportunity for increased reddevelopment deals in the current year.

The Authority's Fringe Benefits have increaedby 20.1% from the prior year due to increases in health insurance and increaes in the FICA max.

Maintenance and operating budgeted costs have increaed due to increased costs in construction materials and supplies.

Protective Service budgeted costs have increased due to anticipated software upgrades, repairs and upgrades to existing components.

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

The local economy continues to improve as the mandates and restrictions caused by the COVID-19 Pandemic. begin to be eased.

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

The Housing Authority does not anticipate the utilization of reserves in this budget.

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

The Housing Authority has recorded a payable of 27,441 to the City of New Brunswick under a PILOT agreement. Under that agreement, the Authority is to pay the City of New Brunswick 10% of its computed shelter rent.

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

The Authority has a unrestricted net asset deficit of (\$6,950,371) as of June 30, 2022 which includes accrued OPEB and Pension liabilities of \$7,032,983 plus Deferred Inflows of \$1,424,432 and Deferred Outflows of \$4,359,563 due to the mandatory adoption of GASB 75 and GASB 68.

GASB 75 mandates that the Authority must recognize the entire OPEB liability which was being amortized over 30 years while GASB 68 mandates that the Authority recognize the entire amount of pension liabilities that existed as of the measurement date. However as stated on page F-8, when equity is adjusted for Pension and OPEB Liabilities the Authority has a surplus of \$3,017,744. Since the Authority has no ability to raise revenues through increases in taxes, and is dependent on ever dwindling subsidies from the Federal Government, (The State of NJ provides no funding), the Authority has adopted a pay as you go approach. The liability is adjusted each year based on actuarial computations using employee census data supplied by the Authority.

Currently the Authority's revenues consist primarily of subsidies from the United States Department of Housing and Urban Development (HUD). The Authority's ability to reduce the deficit and fund the pension liability is dependent on the operating subsidies received from HUD.

Further the Authority participates in the State of New Jersey's Pension and Health Benefit System. The liability of the Authority will fluctuate from year to year depending on the performance of the investments the Pension System invests in. To that extent, the Authority has no control as the State of New Jersey hires the fund managers.

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

HOUSING AUTHORITY CONTACT INFORMATION

2023

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

Name of Authority:	New Brunswick Housing Authority		
Federal ID Number:	22-6002506		
Address:	7 Van Dyke Avenue		
City, State, Zip:	New Brunswick	NJ	08901
Phone: (ext.)	732-745-5157 EXT 301	Fax:	732-253-7799

Preparer's Name:	Michael A. Maurice, CPA		
Preparer's Address:	2035 Hamburg Turnpike		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6970	Fax:	973-831-6972
E-mail:	mike@polcarico.com		

Chief Executive Officer*	John Clarke		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	732-745-5157 EXT 301	Fax:	732-253-7799
E-mail:	jclarkenbnjha.org		

Chief Financial Officer*	Helaine Sadowitz		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	732-745-5157	Fax:	732-253-7799
E-mail:	hsadowitz@nbnjha.org		

Name of Auditor:	Anthony Giampaolo		
Name of Firm:	Giampaolo & Associates		
Address:	467 Middletown Road		
City, State, Zip:	Lincroft	NJ	77318
Phone: (ext.)	732-842-4550	Fax:	
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

3. Provide the number of regular voting members of the governing body:

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

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

6. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

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?

If the answer to any of the above is "yes", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*?

*A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.

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

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? Yes

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

11. Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

a. First class or charter travel	No
b. Travel for companions	No
c. Tax indemnification and gross-up payments	No
d. Discretionary spending account	No
e. Housing allowance or residence for personal use	No
f. Payments for business use of personal residence	No
g. Vehicle/auto allowance or vehicle for personal use	Yes
h. Health or social club dues or initiation fees	No
i. Personal services (i.e. maid, chauffeur, chef)	No

If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.

12. Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes

If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No
If "yes", provide explanation, including amount paid.

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No

If "yes", provide explanation including amount paid.

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

If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

17. Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No

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

18. Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No

If "yes", attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

N-3 Question 8

The Housing Authority completes periodic performance reviews of all staff and has a third party executive compensation study done annually. The Board of Commissioners approves the annual salary schedule for all employees, based on these documents

N-3 Question 10

The Housing Authority provides training and travel to its staff to ensure that all personnel are properly trained. Costs include course registration, hotel, daily rates and transportation. The amount spent was \$ 13,897

N-3 Question 11G

The Housing Authority paid fifteen hundred dollars per month as an auto allowance to its Executive Director through December 31, 2022. The amount is included in the employee's W-2 form at the end of each year.

N-1 QUESTION 1 - ADDITIONAL INFORMATION IN CHANGES IN EXCESS OF 10% FROM THE PRIOR YEAR

CFP REVENUES AND HCV ADMIN - Increase of 14.5% - The Authority budgeted the maximum allowed under the current CFP rules in BLI item 1406. The HA anticipated more lease up vouchers which translates into additional administrative fees.

Management and Bookkeeping fees are charged under HUD's Safe Harbor rules for asset management. The Authority may charge up to the safe harbor limits providing the HCV Program and the AMPs can afford the fees. Therefore this amount will vary each year depending on anticipated excess revenues over expenses.

Late fees and tenant charges are all estimates based on current trends. For example tenant late fees are estimated to be reduced due to the end of the pandemic.

Utility costs and insurance costs are estimated to see an increase in rates and premiums.

The estimated cost of PILOT is based on a shelter rent calculation. Therefore an estimated increase in utility costs will result in a decrease in estimated PILOT accrual.

Maintenance costs increased due to the hire of an additional maintenance worker and the conversion of a maintenance part-time position to a full-time position.

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

New Brunswick Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

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

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

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

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

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

Compensation: All forms of cash and non-cash payments or benefits provided in 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): The aggregate compensation that is reported (or required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)
New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

Name	Title	Average Hours per Week Dedicated to Position	Position		Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
			Commissioner	Officer	Key Employee	Former Highest Compensated	Base Salary/ Stipend	Bonus		
1 Yesenia Medina-Hernandez	Vice-Chair		X							
2 Zachary Wright	Chair		X							
3 Wallace Dunlap	2nd Vice Chair		X							
4 Dale Caldwell	Commissioner		X							
5 Yirgu Wolde	Commissioner		X							
6 Anthony Giorgianni	Commissioner		X							
7 Vacant	Commissioner		X							
8 John Clarke	Exec. Director	35			X			\$ 180,000.00	\$ 39,967.00	237,967.00
9 Dan Toto	Deputy Director	35			X			\$ 120,000.00	\$ 39,967.00	159,967.00
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
Total:										
					\$ 300,000.00	\$	\$ 18,000.00	\$ 79,934.00	\$ 397,934.00	

Schedule of Health Benefits - Detailed Cost Analysis

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

If no health benefits, check this box:

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	4	14,096.00	56,384.00	4	10,904.00	43,616.00	12,768.00	29.3%
Parent & Child	3	22,617.00	67,851.00	4	20,174.00	80,696.00	(12,845.00)	-15.9%
Employee & Spouse (or Partner)	3	23,766.00	71,298.00	1	21,808.00	21,808.00	49,490.00	226.9%
Family	6	38,688.00	232,128.00	7	31,445.00	220,115.00	12,013.00	5.5%
Employee Cost Sharing Contribution (enter as negative -)			(60,562.00)			(59,573.00)	(989.00)	1.7%
Subtotal	16		367,099.00	16		306,662.00	60,437.00	19.7%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	
Subtotal								
Retirees - Health Benefits - Annual Cost								
Single Coverage	8	6,452.00	51,616.00	7	11,491.00	80,437.00	(28,821.00)	-35.8%
Parent & Child			-	1	7,318.00	7,318.00	(7,318.00)	-100.0%
Employee & Spouse (or Partner)	7	13,109.00	91,763.00	7	13,424.00	93,968.00	(2,205.00)	-2.3%
Family	2	23,284.00	46,568.00	2	18,533.00	37,066.00	9,502.00	25.6%
Employee Cost Sharing Contribution (enter as negative -)			189,947.00	17		218,789.00	(28,842.00)	-13.2%
Subtotal	17		557,046.00	33		525,451.00	31,595.00	6.0%
GRAND TOTAL								

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

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

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

If no accumulated absences, check this box:

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Brown, Carol	5	\$ 917.00		X	
Cherence, Michael	47	\$ 8,765.00		X	
Clarke, John	167	\$ 51,736.00		X	
Daniels, Kiona	3	\$ 602.00		X	
Davis, Steven	9	\$ 1,452.00		X	
Fernandez, Rosa	6	\$ 846.00		X	
Figueroa, Elizabeth	81	\$ 15,255.00		X	
Ford Michael	32	\$ 3,933.00		X	
Hamilton, Donovan	9	\$ 610.00		X	
Lodhia, Kamini	9	\$ 1,804.00		X	
Mineus, Fritz	9	\$ 887.00		X	
Ramos, Clarimar	11	\$ 2,549.00		X	
Reyes rentas, Norma	6	\$ 1,843.00		X	
Rhode, Michael	3	\$ 551.00		X	
Sadowitz, Helaine	33	\$ 7,253.00		X	
shah, Alka		\$ 76.00		X	
Torres, Melissa	6	\$ 978.00		X	
Toto, Daniel	44	\$ 14,004.00		X	
Total liability for accumulated compensated absences per most recent audit (this page only)		\$ 114,061.00			

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Total liability for accumulated compensated absences per most recent audit (all pages)		\$ 127,225.00			

Schedule of Shared Service Agreements

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

If no shared services, check this box:

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
New Brunswick Housing Authority	Franklin Township Housing Authority	Daily Management, ED Work, Daily Staffing and all Inspection Services	COCC \$ 50,000 AMP 1 \$ 30,000 and HCV \$97,000	10/1/2022	9/30/2023	\$ 177,000

**2023 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

	FY 2023 Proposed Budget				FY 2022 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	
REVENUES							
Total Operating Revenues	\$ 4,043,715	\$ -	\$ 13,107,500	\$ 846,600	\$ 17,997,815	\$ 17,112,150	5.2%
Total Non-Operating Revenues	1,500	-	-	1,500	1,460	40	2.7%
Total Anticipated Revenues	4,045,215	-	13,107,500	846,600	17,999,315	17,113,610	5.2%
APPROPRIATIONS							
Total Administration	1,107,878	-	1,165,444	837,917	3,111,239	2,877,600	8.1%
Total Cost of Providing Services	2,665,550	-	11,850,000	-	14,515,550	14,038,900	3.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	3,773,428	-	13,015,444	837,917	17,626,789	16,916,500	4.2%
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	3,773,428	-	13,015,444	837,917	17,626,789	16,916,500	4.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	3,773,428	-	13,015,444	837,917	17,626,789	16,916,500	4.2%
ANTICIPATED SURPLUS (DEFICIT)	\$ 271,787	\$ -	\$ 92,056	\$ 8,683	\$ 372,526	\$ 197,110	\$ 175,416

Revenue Schedule

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

	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
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1,435,000	-	-	-	1,435,000	1,434,600	400	0.0%
Excess Utilities	17,000	-	-	-	17,000	16,700	300	1.8%
Non-Dwelling Rental	35,000	-	-	-	35,000	38,000	(3,000)	-7.9%
HUD Operating Subsidy	2,271,715	-	-	-	2,271,715	1,709,900	561,815	32.9%
New Construction - Acc Section 8	-	-	-	-	-	-	-	#DIV/0!
Voucher - Acc Housing Voucher	-	-	-	-	-	-	-	#DIV/0!
Total Rental Fees	3,758,715	-	-	-	3,758,715	3,199,200	559,515	17.5%
<i>Other Operating Revenues (List)</i>								
CFP Revenues and HCV Admin	200,000	-	1,150,000	103,600	1,453,600	1,269,600	184,000	14.5%
HCV Subsidy	-	-	11,850,000	-	11,850,000	11,883,400	(33,400)	-0.3%
Fraud Recovery	-	-	10,500	-	10,500	11,000	(500)	-4.5%
Management Fee	-	-	-	398,800	398,800	457,200	(58,400)	-12.8%
Bookkeeping Fees	-	-	-	104,200	104,200	-	104,200	#DIV/0!
Interlocal Contracts	30,000	-	97,000	50,000	177,000	191,750	(14,750)	-7.7%
Late Fees/Tenant Charges	55,000	-	-	-	55,000	65,000	(10,000)	-15.4%
Redevelopment Activities	-	-	-	190,000	190,000	35,000	155,000	442.9%
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Total Other Revenue	285,000	-	13,107,500	846,600	14,239,100	13,912,950	326,150	2.3%
Total Operating Revenues	4,043,715	-	13,107,500	846,600	17,997,815	17,112,150	885,665	5.2%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	1,500	-	-	-	1,500	1,460	40	2.7%
Penalties	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	-	-	-	-	-	#DIV/0!
Total Interest	1,500	-	-	-	1,500	1,460	40	2.7%
Total Non-Operating Revenues	1,500	-	-	-	1,500	1,460	40	2.7%
TOTAL ANTICIPATED REVENUES	\$ 4,045,215	\$ -	\$ 13,107,500	\$ 846,600	\$ 17,999,315	\$ 17,113,610	\$ 885,705	5.2%

Prior Year Adopted Revenue Schedule

New Brunswick Housing Authority

FY 2022 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	1,434,600				1,434,600
Excess Utilities	16,700				16,700
Non-Dwelling Rental	38,000				38,000
HUD Operating Subsidy	1,709,900				1,709,900
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	3,199,200				3,199,200
<i>Other Revenue (List)</i>					
CFP & Voucher Admin Subsidy	250,000		1,019,600	-	1,269,600
HCV HAP Subsidy	-		11,883,400		11,883,400
Fraud Recovery	-		11,000		11,000
Management Fee	-			457,200	457,200
Bookkeeping Fees	-			-	-
Interlocal Contracts	22,500		44,250	125,000	191,750
Late Fees/Tenant Charges	65,000			-	65,000
Redevelopment Activities	-			35,000	35,000
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Other Revenue	337,500		12,958,250	617,200	13,912,950
Total Operating Revenues	3,536,700		12,958,250	617,200	17,112,150
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
<i>Other Non-Operating Revenues</i>					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	1,460				1,460
Penalties					-
Other					-
Total Interest	1,460				1,460
Total Non-Operating Revenues	1,460				1,460
TOTAL ANTICIPATED REVENUES	\$ 3,538,160	\$ -	\$ 12,958,250	\$ 617,200	\$ 17,113,610

Appropriations Schedule

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

	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	
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	263,000	-	515,900	504,210	\$ 1,283,110	\$ 1,348,600	\$ (65,490)	-4.9%
Fringe Benefits	335,040	-	270,744	296,507	902,291	751,000	151,291	20.1%
Legal	35,000	-	-	8,500	43,500	45,000	(1,500)	-3.3%
Staff Training	8,000	-	9,000	1,200	18,200	18,500	(300)	-1.6%
Travel	3,000	-	2,000	9,500	14,500	14,500	-	0.0%
Accounting Fees	24,000	-	24,000	2,000	50,000	50,000	-	0.0%
Auditing Fees	8,000	-	7,000	2,000	17,000	17,000	-	0.0%
Miscellaneous Administration*	431,838	-	336,800	14,000	782,638	633,000	149,638	23.6%
Total Administration	1,107,878	-	1,165,444	837,917	3,111,239	2,877,600	233,639	8.1%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-	-	-	-	-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	275,000	-	-	-	275,000	200,100	74,900	37.4%
Salary & Wages - Protective Services	-	-	-	-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-	-	-	-	-	-	-	#DIV/0!
Fringe Benefits	135,000	-	-	-	135,000	135,000	-	0.0%
Tenant Services	550	-	-	-	550	550	-	0.0%
Utilities	1,175,000	-	-	-	1,175,000	1,050,000	125,000	11.9%
Maintenance & Operation	750,000	-	-	-	750,000	568,750	181,250	31.9%
Protective Services	95,000	-	-	-	95,000	4,500	90,500	2011.1%
Insurance	190,000	-	-	-	190,000	170,000	20,000	11.8%
Payment in Lieu of Taxes (PILOT)	30,000	-	-	-	30,000	45,000	(15,000)	-33.3%
Terminal Leave Payments	-	-	-	-	-	-	-	#DIV/0!
Collection Losses	15,000	-	-	-	15,000	15,000	-	0.0%
Other General Expense	-	-	-	-	-	-	-	#DIV/0!
Rents	-	-	11,850,000	-	11,850,000	11,850,000	-	0.0%
Extraordinary Maintenance	-	-	-	-	-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-	-	-	-	-	-	-	#DIV/0!
Property Betterment/Additions	-	-	-	-	-	-	-	#DIV/0!
Miscellaneous COPS*	-	-	-	-	-	-	-	#DIV/0!
Total Cost of Providing Services	2,665,550	-	11,850,000	-	14,515,550	14,038,900	476,650	3.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,773,428	-	13,015,444	837,917	17,626,789	16,916,500	710,289	4.2%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve	-	-	-	-	-	-	-	#DIV/0!
Renewal & Replacement Reserve	-	-	-	-	-	-	-	#DIV/0!
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other Reserves	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	3,773,428	-	13,015,444	837,917	17,626,789	16,916,500	710,289	4.2%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,773,428	-	13,015,444	837,917	17,626,789	16,916,500	710,289	4.2%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	-	-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 3,773,428	\$ -	\$ 13,015,444	\$ 837,917	\$ 17,626,789	\$ 16,916,500	\$ 710,289	4.2%

* 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 \$ 188,671.40 \$ - \$ 650,772.20 \$ 41,895.85 \$ 881,339.45

**HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE**

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

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

<i>Line Item:</i>	<i>Public Housing Mgt.</i>	<i>Section 8</i>	<i>Housing Voucher</i>	<i>Other Programs</i>	<i>Total</i>
TELEPHONE	27,000.00		800.00		27,800.00
POSTAGE & DELIVERY	6,500.00		2,500.00		9,000.00
MARKETING	1,750.00		-		1,750.00
MEMBERSHIPS & DUES	6,600.00		-		6,600.00
REGISTRATION	1,200.00		-		1,200.00
OFFICE SUPPLIES	5,000.00		4,500.00		9,500.00
PAYROLL SERVICE FEES	8,500.00		1,000.00		9,500.00
NATIONAL TENANT NETWORK	950.00		-		950.00
MANAGEMENT FEES	160,000.00		216,000.00		376,000.00
BOOKKEEPING FEES	23,200.00		81,000.00		104,200.00
COPIER LEASE	6,000.00		1,000.00		7,000.00
AMP-3 ADMINISTRATIVE FEE PAID TO	22,800.00		-		22,800.00
SUBSIDY PASSED TO TAX CREDIT ENTI	153,138.00		-		153,138.00
AMP-4 ADMINISTRATIVE FEE PAID TO	9,200.00		-		9,200.00
RENT	-		36,000.00		36,000.00
					-
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	431,838.00	-	342,800.00	-	774,638.00

Prior Year Adopted Appropriations Schedule

New Brunswick Housing Authority

FY 2022 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 366,000		\$ 560,400	\$ 422,200	\$ 1,348,600
Fringe Benefits	368,000		230,000	153,000	751,000
Legal	35,000		-	10,000	45,000
Staff Training	8,000		9,000	1,500	18,500
Travel	3,000		2,000	9,500	14,500
Accounting Fees	24,000		24,000	2,000	50,000
Auditing Fees	8,000		7,000	2,000	17,000
Miscellaneous Administration*	384,200		236,800	12,000	633,000
Total Administration	1,196,200	-	1,069,200	612,200	2,877,600
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	200,100				200,100
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	135,000				135,000
Tenant Services	550				550
Utilities	1,050,000				1,050,000
Maintenance & Operation	568,750				568,750
Protective Services	4,500				4,500
Insurance	170,000				170,000
Payment in Lieu of Taxes (PILOT)	45,000				45,000
Terminal Leave Payments					-
Collection Losses	15,000				15,000
Other General Expense					-
Rents			11,850,000		11,850,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,188,900	-	11,850,000	-	14,038,900
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	3,385,100	-	12,919,200	612,200	16,916,500
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	3,385,100	-	12,919,200	612,200	16,916,500
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,385,100	-	12,919,200	612,200	16,916,500
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 3,385,100	\$ -	\$ 12,919,200	\$ 612,200	\$ 16,916,500

* 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 \$ 169,255.00 \$ - \$ 645,960.00 \$ 30,610.00 \$ 845,825.00

HOUSING AUTHORITY PROPOSED APPROPRIATIONS

APPROPRIATION DETAIL PAGE

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

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

Line Item:	Public Housing Mgt.	Section 8	Housing Voucher	Other Programs	Total
TELEPHONE	25,000.00				25,000.00
POSTAGE & DELIVERY	6,000.00				6,000.00
MARKETING	1,750.00				1,750.00
MEMBERSHIPS & DUES	6,600.00				6,600.00
REGISTRATION	1,200.00				1,200.00
OFFICE SUPPLIES	3,000.00				3,000.00
PAYROLL SERVICE FEES	8,500.00				8,500.00
NATIONAL TENANT NETWORK	950.00				950.00
MANAGEMENT FEES	143,000.00				143,000.00
BOOKKEEPING FEES	23,200.00				23,200.00
COPIER LEASE	6,000.00				6,000.00
AMP-3 ADMINISTRATIVE FEE PAID TO	22,800.00				22,800.00
SUBSIDY PASSED TO TAX CREDIT ENTI	127,000.00				127,000.00
AMP-4 ADMINISTRATIVE FEE PAID TO	9,200.00				9,200.00
	384,200.00				384,200.00
					-
ADMINISTRATIVE COSTS FOR HCV					-
					-
TELEPHONE			800.00		800.00
POSTAGE & DELIVERY			2,500.00		2,500.00
RENT			36,000.00		36,000.00
OFFICE SUPPLIES			4,500.00		4,500.00
PAYROLL SERVICE FEES			1,000.00		1,000.00
MANAGEMENT FEES			116,000.00		116,000.00
BOOKKEEPING FEES			75,000.00		75,000.00
COPIER LEASE			1,000.00		1,000.00
			236,800.00		236,800.00
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HOUSING AUTHORITY PROPOSED APPROPRIATIONS APPROPRIATION DETAIL PAGE

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

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

Line Item:	Public Housing Mgt.	Section 8	Housing Voucher	Other Programs	Total
MAINTENANCE MATERIALS	100,000.00				100,000.00
ELECTRICAL CONTRACTS	100,000.00				100,000.00
PLUMBING CONTRACTS	200,000.00				200,000.00
HVAC	72,000.00				72,000.00
UNIFORMS	2,000.00				2,000.00
VEHICLE/EQUIPMENT/FUEL	21,000.00				21,000.00
VEHICLE REPAIR	11,000.00				11,000.00
LOCKS/KEYS	6,000.00				6,000.00
TERMITE TREATMENTS	10,500.00				10,500.00
EXTERMINATOR	25,000.00				25,000.00
TELEPHONE ANSWER EMG SERVICE	3,500.00				3,500.00
RENTAL EQUIPMENT	1,750.00				1,750.00
MAINT EQUIPMENT	16,000.00				16,000.00
	568,750.00				568,750.00
					-
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**HOUSING AUTHORITY PROPOSED APPROPRIATIONS
 APPROPRIATION DETAIL PAGE**

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

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

Line Item:	Public Housing Mgt.	Section 8	Housing Voucher	Other Programs	Total
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Debt Service Schedule - Principal

New Brunswick Housing Authority

If authority has no debt check this box:

Fiscal Year Ending in

	Date of Local Finance Board Approval	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Total Principal Outstanding
		\$ 170,000	\$ 175,000	\$ 185,000	\$ 95,000					\$ 455,000.00
TOTAL PRINCIPAL		170,000	175,000	185,000	95,000					455,000
LESS: HUD SUBSIDY		170,000	175,000	185,000	95,000					455,000
NET PRINCIPAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

<i>Moody's</i>		<i>Standard & Poors</i>	
Bond Rating			
Year of Last Rating			

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

New Brunswick Housing Authority

If authority has no debt check this box:

		<i>Fiscal Year Ending in</i>							Total Interest	
		2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Payments Outstanding
2023 (Adopted Budget)		27,378	19,388	11,045	2,333					32,766
2024 (Proposed Budget)		19,388	19,388	11,045	2,333					32,766
TOTAL INTEREST		27,378	19,388	11,045	2,333					32,766
LESS: HUD SUBSIDY		-	-	-	-					-
NET INTEREST		-	-	-	-					-

Net Position Reconciliation

New Brunswick Housing Authority

For the Period: July 01, 2023 to June 30, 2024

FY 2023 Proposed Budget

	Public Housing Management			Housing		Total All Operations
	Section 8	Voucher	Other Programs			
	\$ 2,482,691.00	\$ -	\$ (1,652,781)	\$ (2,610,000)	\$ (1,780,090)	
	4,989,630	-	-	-	4,989,630	
	788	-	179,863	-	180,651	
	(2,507,727)	-	(1,832,644)	(2,610,000)	(6,950,371)	
	918,437		668,164	1,053,934	2,640,535	
	2,548,696		1,854,177	2,924,707	7,327,580	
	-	-	-	-	-	
	-	-	-	-	-	
	959,406	-	689,697	1,368,641	3,017,744	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	\$ 959,406	\$ -	\$ 689,697	\$ 1,368,641	\$ 3,017,744	

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)

- (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 \$ 188,671 \$ - \$ 650,772 \$ 41,896 \$ 881,339
- (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.

2023

New Brunswick Housing Authority
(Housing Authority Name)

**2023 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

New Brunswick Housing Authority

(Housing Authority Name)

Fiscal Year: July 01, 2023 to June 30, 2024

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the New Brunswick Housing Authority, on June 28, 2023.

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

Officer's Signature:	jclarke@nbnjha.org
Name:	John Clarke
Title:	Executive Director
Address:	7 Van Dyke Avenue New Brusnwick, NJ 08901
Phone Number:	732-745-5157
Fax Number:	732-253-7799
E-mail Address:	jclarke@nbnjha.org

2023 CAPITAL BUDGET/PROGRAM MESSAGE

New Brunswick Housing Authority

Fiscal Year: July 01, 2023 to June 30, 2024

Answer all questions below using the space provided.

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

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

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?

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

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).

NA

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

Provide additional documentation as necessary.

Proposed Capital Budget

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Capital Fund-2021	\$ 300,000			\$ 300,000		
Capital Fund-2022	450,000			450,000		
Operations	60,000				60,000	
Total	810,000	-	-	-	750,000	60,000
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	
TOTAL PROPOSED CAPITAL BUDGET	\$ 810,000	\$ -	\$ -	\$ -	\$ 750,000	\$ 60,000

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

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget				
		Year 2023	2024	2025	2026	2027
<i>Public Housing Management</i>						
Capital Fund-2021	\$ 658,021	\$ 300,000	\$ 158,021	\$ 100,000	\$ 100,000	
Capital Fund-2022	1,036,000	450,000	200,000	200,000	186,000	
Operations	60,000	60,000				
Total	1,754,021	810,000	358,021	300,000	286,000	-
<i>Section 8</i>						
	-	-				
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-	-				
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-	-				
Total	-	-	-	-	-	-
TOTAL	\$ 1,754,021	\$ 810,000	\$ 358,021	\$ 300,000	\$ 286,000	\$ -

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

New Brunswick Housing Authority
For the Period: July 01, 2023 to June 30, 2024

		<i>Funding Sources</i>				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Capital Fund-2021	\$ 658,021				\$ 658,021	
Capital Fund-2022	1,036,000				1,036,000	
Operations	60,000					60,000
Total	1,754,021	-	-	-	1,694,021	60,000
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	<u>\$ 1,754,021</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,694,021</u>	<u>\$ 60,000</u>
Total 5 Year Plan per CB-4	<u>\$ 1,754,021</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.

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

Contracting Unit: New Brunswick Housing Authority Year Ending: June 30, 2022

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

[Redacted Table Content]

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

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

6/28/2023
Date

JCLARE@NBNUJHA.ORG
Clerk/Secretary to the Governing Body

Appendix to Budget Document