

Operating Budget

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership		
[X] Original [] Revision No. :		MARCH 31, 2016				
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)						
SECAUCUS HOUSING AUTHORITY						
f. Address (city, State, zip code)						
700 County Avenue, Secaucus, New Jersey 07094						
g. ACC Number		h. PAS/LOCCS Project No.				
NY-1001		NJ083-001/005				
j. No. of Dwelling Units		k. No. of Unit Months Available		m. No. of Projects		
275		3,300		3		
Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Homebuyers Monthly Payments for:						
010	7710	Operating Expenses				
020	7712	Earned Home Payments Account				
030	7714	Nonroutine Maintenance Reserves				
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)				
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
Operating Receipts						
070	3110	Dwelling Rentals	\$371.45	\$1,225,790		
080	3120	Excess Utilities	\$4.73	\$15,600		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$376.18	\$1,241,390		
110	3610	Interest on General Fund Investments	\$0.75	\$2,480		
120	3690	Other Operating Receipts	\$26.00	\$85,800		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$402.93	\$1,329,670		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$57.02	\$188,150		
150	4130	Legal Expense	\$6.30	\$20,800		
160	4140	Staff Training	\$1.94	\$6,400		
170	4150	Travel	\$7.52	\$24,800		
180	4170	Accounting Fees	\$7.42	\$24,500		
190	4171	Auditing Fees	\$1.89	\$6,250		
200	4190	Other Administrative Expenses	\$30.97	\$102,200		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$113.06	\$373,100		
Tenant Services:						
220	4210	Salaries	\$10.62	\$35,690		
230	4220	Recreation, Publications and Other Services	\$1.52	\$5,000		
240	4230	Contract Costs, Training and Other	\$3.03	\$10,000		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$15.37	\$50,690		
Utilities:						
260	4310	Water	\$10.44	\$49,550		
270	4320	Electricity	\$90.14	\$305,170		
280	4330	Gas	\$22.69	\$26,080		
290	4340	Fuel	\$10.27	\$0		
300	4350	Labor	\$12.08	\$39,870		
310	4390	Other utilities expense	\$5.08	\$16,780		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$150.70	\$437,450		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Name of PHA / IHA SECAUCUS HOUSING AUTHORITY	Fiscal Year Ending MARCH 31, 2016
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		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$942,245	

		Part II - Provision for and Estimated or Actual Operating Reserve at FY End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): MARCH 31, 2014	\$1,180,362	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE MARCH 31, 2015 (\$50,384) <input type="checkbox"/> Actual for FYE MARCH 31, 2015		
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE MARCH 31, 2015 \$1,129,978 <input type="checkbox"/> Actual for FYE MARCH 31, 2015		
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE MARCH 31, 2016 Enter Amount from Line 700	(\$150,595)	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE MARCH 31, 2016 (Sum of lines 800 and 810)	\$979,383	
830		Cash Reserve Requirement: 0% % of line 480	\$0	

Comments

PHA / IHA Approval

Name _____
 Title _____
 Signature _____

Date _____

Field Office Approval

Name _____
 Title _____
 Signature _____

Date _____

Operating Budget

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending	
[X] Original [] Revision No. :		MARCH 31, 2016	
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f. Address (city, State, zip code)		700 County Avenue, Secaucus, New Jersey 07094	
g. ACC Number		h. PAS/LOCCS Project No.	
NY-1001		NJ083-001/005	

j. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects
275	3,300	3

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
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			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
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040	Total	Break-Even Amount (sum of lines 010, 020, and 030)				
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190	4171	Auditing Fees	\$1.89	\$6,250		
200	4190	Other Administrative Expenses	\$30.97	\$102,200		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$113.06	\$373,100		
Tenant Services:						
220	4210	Salaries	\$10.82	\$35,690		
230	4220	Recreation, Publications and Other Services	\$1.52	\$5,000		
240	4230	Contract Costs, Training and Other	\$3.03	\$10,000		
260	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$15.37	\$50,690		
Utilities:						
260	4310	Water	\$10.44	\$49,550		
270	4320	Electricity	\$90.14	\$305,170		
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290	4340	Fuel	\$10.27	\$0		
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310	4390	Other utilities expense	\$5.08	\$16,780		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$150.70	\$437,450		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Ordinary Maintenance and Operation:						
330	4410	Labor	\$72.66	\$239,790		
340	4420	Materials	\$25.76	\$85,000		
350	4430	Contract Costs	\$63.64	\$210,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$162.06	\$534,790		
Protective Services:						
370	3110	Labor	\$0.00	\$0		
380	3120	Materials	\$0.00	\$0		
390	3190	Contract Costs	\$0.00	\$0		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$0.00	\$0		
General Expense:						
410	4510	Insurance	\$22.12	\$73,000		
420	4520	Payments in Lieu of Taxes	\$24.36	\$80,390		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$101.23	\$334,070		
450	4570	Collection Losses	\$0.30	\$1,000		
460	4590	Other General Expense	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$148.01	\$488,460		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$589.20	\$1,884,490		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
Nonroutine Expenditures:						
510	4610	Extraordinary Maintenance	\$0.00	\$0		
520	7520	Replacement of Nonexpendable Equipment	\$33.33	\$110,000		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$33.33	\$110,000		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$622.53	\$1,994,490		
Prior Year Adjustments:						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
Other Expenditures:						
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year				
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$622.53	\$1,994,490		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$219.60)	(\$664,820)		
HUD Contributions:						
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr				
610	8011	Prior Year Adjustments - (Debit) Credit				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)				
630	8020	Contributions Earned - Op.Sub:-Cur.Yr. (before year-end adj)	\$183.32	\$604,971		
640		Mandatory PFS Adjustments (net):	(\$27.50)	(\$90,746)		
650		Other (specify):		\$0		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	(\$27.50)	(\$90,746)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$155.82	\$514,225		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$155.82	\$514,225		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	(\$63.78)	(\$150,595)		

Name of PHA / IHA SECAUCUS HOUSING AUTHORITY		Fiscal Year Ending MARCH 31, 2016	
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		Operating Reserve	PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year				
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790		Provision for Operating Reserve - Current Budget Year (check one)		
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		Enter Amount from Line 700		(\$150,595)
820		Operating Reserve at End of Requested Budget Year Estimated for FYE	MARCH 31, 2016	
		(Sum of lines 800 and 810)		\$979,383
830		Cash Reserve Requirement:	0% % of line 480	\$0

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____

Date _____

Field Office Approval

Name _____

Title _____

Signature _____

Date _____

Operating Budget
Summary of Budget Data
and Justifications

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 6/30/2001)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 604 of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. The information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending:
SECAUCUS HOUSING AUTHORITY	SECAUCUS, NEW JERSEY	MARCH 31, 2016

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Monthly Rent Roll as of: 12 /1/ 2014 equals 102,804 divided by 274 occupied units = \$375.20 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 371.5 times 3,300 Unit Months Available

equals \$1,225,785

NOTE: HUD eliminates the Change Factor from time to time. We currently default this to 1.03, per instructions for FY2001, but check with your Field Office each year.

Excess Utilities: (NOT for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [] Electricity [] Other [] (Specify) _____

2. Comments:

Excess Utility Income estimated in the amount of: \$15,600

Nondwelling Rent: (NOT for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

Nondwelling Rent estimated in the amount of: \$0

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated Cash Avail. for Investment of \$990,000 times Estimated Average T-Bill Rate of 0.25%
 equals \$2,475 which is \$0.75 PUM times 3,300 Unit Months Available
 equals \$2,480

Other Comments on Estimates of Oper. Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

	<u>Gross Amt.</u>			<u>Net Amt.</u>
Sales and Services to Residents of:	\$0	minus pass-throughs of:	\$0	\$0
VARIOUS	\$0	minus pass-throughs of:	\$0	\$0
Laundry & Vending in the amount of:	\$35,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$35,000
Late Charges in the amount of:	\$10,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$10,000
PATRIOT COMMONS MGMT.	\$40,800	(CARRIED OVER)	equals	\$40,800
CAPITAL OPERATIONS	\$0			0
	=====			=====
	\$85,800		PUM equals	\$26.00

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to mgmt. at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
- Column (3) Enter the portion of total salary expense shown in Column (5) or (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4) Enter the portion of total salary expense shown in Column (5) or (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5) Enter the portion of total salary expense shown in Column (5) or (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6) Enter the portion of total salary expense shown in Column (5) or (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)	7	6.25	\$184,760		\$0	\$93,000
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	6	6.00	\$235,030			
Utilities--Labor (1)			\$38,910			
Other (Specify) (Tenant Services, Legal, etc.) (1)	3	3.00	\$67,020		\$40,000	
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

SEE HUD 52566

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Refer to HUD-52571 (Administrative Expenses Other Than Salaries)

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense".

Refer to HUD-52722A (Calculation of Allowable Utilities Expense Level)

Ordinary Maintenance and Operation -- Materials: Give an explanation of substantial Requested Budget Year estimated PUM increases over the PUM rate of expenditures for materials in the Current Budget Year.

Materials Estimated at: \$85,000

Ordinary Maintenance and Operation -- Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Plumbing and HVAC	\$20,000	Elevator Service/Repairs	\$25,000
Pest Control	\$10,000	Carpentry	\$10,000
Fire Alarm Service	\$17,500	Locksmith	\$10,000
Apartment Painting	\$12,500	Generator	\$10,000
Other	\$35,000		=====
Office Eqpt. Maintenance	\$15,000	TOTAL CONTRACTS:	\$210,000
Janitorial Contract	7,500		
Electrical	17,500		
Emergency Call System	5,000		
Carpet Installation	15,000		

Insurance Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	MGMT.	VOUCHERS	TOTAL
MULTI PERIL	\$59,000	1,000	60,000
WORKER'S COMP. IPOL	\$14,000	2,000	16,000
	\$0	0	0
	\$0		
	\$0		
	\$0		
TOTAL INSURANCE:	\$73,000	3,000	76,000

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA:	7.65% X Total Payroll of =====	\$526,500	equals:	\$40,201 per year
			equals	\$240,000 per year
Retirement:	9.25% X Total Payroll of =====	\$526,500	equals:	\$48,609 per year
Unemployment:	1.00% times 1st =====	\$39,000 /person \$	525,500 equals	\$5,255 per year =====
TOTAL BENEFITS:				\$334,065

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimated at: **\$1,000** for the Requested Budget Year.
=====

Extraordinary Maintenance, Replacement, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD 52567 (Schedule of Nonroutine Expenditures)

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A

**Operating Budget
Schedule of Nonroutine Expenditures**

**U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Public Reporting Burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

OMB Approval No. 2577-0026 (Exp. 6/30/2001)

Fiscal Year Ending

SECAUCUS HOUSING AUTHORITY

SECAUCUS, NEW JERSEY

MARCH 31, 2016

Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Requested Budget Year		Description of Equipment Items (List Replacements and Additions separately) (8)	No. Of Items (9)	Item Cost (10)	Estimated Expenditure In Year (11)
				Percent Complete Current Budget Year End (5)	Estimated Expenditure in Year (6)				
EXTRAORDINARY MAINTENANCE									
EM 12-1	1) Waterproofing	NJ 083	\$0	100%	\$0				
	2)		\$0						
	3)		\$0						
	4)		\$0						
	5)		\$0						
TOTAL EXTRAORDINARY MAINTENANCE:									
								\$1,100	\$110,000
RE 95-1									\$0
RE 95-2									\$0
RE 95-3									\$0
TOTAL REPLACEMENTS & ADDITIONS:									
BA 95-1	1) Computer System							\$6,000	\$0
	2)								\$0
	3)								\$0
	4)								\$0
	5)								\$0
	6)								\$0
TOTAL BETTERMENTS & ADDITIONS:									
									\$0

Operating Budget
Schedule of Administration
Expenses Other Than Salary

U. S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0028 (exp. 6/30/2001)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 604 of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority: SECAUCUS HOUSING AUTHORITY	Locality: SECAUCUS, NEW JERSEY	Fiscal Year End: MARCH 31, 2016
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	(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1	Legal Expense (see Special Note in Instructions)	\$26,000	\$20,800	\$0	\$5,200	\$0
2	Training (list and provide justification)	\$8,000	\$6,400	\$0	\$1,600	\$0
3	Travel					
	Trips to Conventions and Meetings (list and provide just.)	\$26,000	\$20,800	\$0	\$5,200	\$0
4	Other Travel:					
	Outside Area of Jurisdiction	\$0	\$0	\$0	\$0	\$0
5	Within Area of Jurisdiction	\$5,000	\$4,000	\$0	\$1,000	\$0
6	Total Travel	\$31,000	\$24,800	\$0	\$6,200	\$0
7	Accounting	\$30,000	\$24,500	\$0	\$5,500	\$0
8	Auditing	\$12,500	\$6,250	\$0	\$6,250	\$0
9	Sundry					
	Rental of Office Space	\$0	\$0	\$0	\$0	\$0
10	Publications	\$9,000	\$7,200	\$0	\$1,800	\$0
11	Membership Dues and Fees (list orgn. and amount)	\$20,000	\$16,000	\$0	\$4,000	\$0
12	Telephone, Fax, Electronic Communications	\$24,000	\$19,200	\$0	\$4,800	\$0
13	Collection Agent Fees and Court Costs	\$0	\$0	\$0	\$0	\$0
14	Administrative Services Contracts (list and provide just.)	\$15,000	\$15,000	\$0	\$0	\$0
15	Forms, Stationary and Office Supplies	\$28,000	\$22,400	\$0	\$5,600	\$0
16	Other Sundry Expense (provide breakdown)	\$28,000	\$22,400	\$0	\$5,600	\$0
17	Total Sundry	\$124,000	\$102,200	\$0	\$21,800	\$0
18	Total Administration Expense Other Than Salaries	\$231,500	\$184,950	\$0	\$46,550	\$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 80.00%
 =====

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative and Date:

X

**Operating Budget
Schedule of All Positions and Salaries**

**U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

OMB Approval No. 2577-0026 (Exp. 6/30/01)
Fiscal Year End MARCH 31, 2016

Name of Housing Authority SECAUCUS HOUSING AUTHORITY	Locality SECAUCUS, NEW JERSEY	Present Salary Rate As of (date) 03/31/15	Requested Budget Year		Management	Development	Section 8 Programs	Other Programs	Allocation of Salaries by Program	Method of Allocation	
			Salary Rate	Estimated Payment							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
Position Title By Organizational Unit and Function	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
ADMINISTRATION:											
1) Executive Director C. MARRA	\$91,010	\$93,280	12	\$93,280	\$62,150	\$0	\$31,130				
2) DEPUTY EXECUTIVE DIRECTOR J. NASZIMENTO	\$66,190	\$67,850	12	\$67,850	\$33,930	\$0	\$33,920				
3) ADMINISTRATIVE ASSISTANT F. PEIN	\$57,170	\$58,600	12	\$58,600	\$42,600	\$0	\$16,000				
4) CLERK/TYPIST T. WEINBRECHT	\$54,790	\$56,160	12	\$56,160	\$42,660	\$0	\$13,500				
5) IT TECH A. GREEN	\$8,600	\$8,810	12	\$8,810	\$6,810	\$0	\$2,000				
7)	\$0	\$0	12	\$0	\$0	\$0	\$0				
8)	\$0	\$0	12	\$0	\$0	\$0	\$0				
9)	\$0	\$0	12	\$0	\$0	\$0	\$0				
TOTAL ADMINISTRATION		\$284,700		\$284,700	\$188,150	\$0	\$96,550	\$0	\$0		
TENANT SERVICES											
1) TENANT SERVICES L. FANNING	\$47,500	\$48,690	12	\$48,690	\$35,690	\$13,000					
2)	\$0	\$0	0	\$0	\$0	\$0					
3)	\$0	\$0	12	\$0	\$0	\$0					
4)	\$0	\$0	12	\$0	\$0	\$0					
TOTAL TENANT SERVICES		\$48,690		\$48,690	\$35,690	\$13,000		\$0			
UTILITY LABOR											
1) VARIOUS ALLOCATIONS	\$38,910	\$39,870	12	\$39,870	\$39,870						
2)											
3)											
TOTAL UTILITY LABOR		\$39,870		\$39,870	\$39,870						

NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Executive Director or Designated Official

**Operating Budget
Schedule of All Positions and Salaries**

**U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Name of Housing Authority: **SECAUCUS HOUSING AUTHORITY** Locality: **SECAUCUS, NEW JERSEY** Fiscal Year End: **MARCH 31, 2016** OMB Approval No. 2577-0026 (Exp. 6/30/01)

Position Title By Organizational Unit and Function (1)	Present Salary Rate As of (date) 03/31/15 (2)	Requested Budget Year		Management (6)	Modernization (7)	Development Utility Labor (8)	Section 8 Programs (9)	Other Programs (10)	Allocation of Salaries by Program Longevity (11)	Method of Allocation (12)
		Salary Rate (3)	Estimated Payment No. Months (4)							
1) WORKING MAINTENANCE SUPERVISOR J. JUNIEWICZ	\$72,290	\$74,090	12	\$59,290		\$14,800				
2) MAINTENANCE WORKER R. GALLO	\$65,380	\$67,020	12	\$53,610		\$13,410				
3) MAINTENANCE WORKER H. KOWALEWSKI	\$56,840	\$58,260	12	\$46,600		\$11,660				
4) CUSTODIAN G. KOHL	\$34,430	\$35,290	12	\$35,290			\$0			
5) OVERTIME AND ON CALL	\$54,000	\$54,000	12	\$45,000			\$9,000			
6)		\$0	12	\$0						
TOTAL MAINTENANCE LABOR		\$288,660		\$239,790	\$0	\$39,870	\$9,000	\$0	\$0	

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director or Designated Official: _____ Date: _____
NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.

Calculation of Allowable Utilities Expense Level

PHA-Owned Rental-Housing Operating Fund

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0028 (exp. 5/31/2007)

a) Public Housing Agency		b) Operating Fund Project Number		c) New Project Numbers		d) Fiscal Year Ending		f) Type of Submission: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. ()	
SECAUCUS HOUSING AUTHORITY						MARCH 31, 2016			
Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Energy Performance Contract	Fuel (specify type e.g., oil, coal, wood)	Utility Rate Incentive	
01	UMA and actual consumption for old project for 12 month period which ended 12 months before the Requested Budget Year. 2013	3,300	6,531,962	2,206,795	26,817				
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 2012	3,300	6,531,962	2,206,795	26,817				
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 2011	3,300	6,531,962	2,206,795	26,817				
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	9,900	19,595,886	6,620,385	80,451		0		
05	Estimated Units Months available for old projects for Requested Budget Year.	3,300							
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3).	3							
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).	3,300	6,531,962	2,206,795	26,817		0		
08	Estimated UMA and consumption for new projects.								
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08)	3,300	6,531,962	2,206,795	26,817				
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times Line 09)	Costs	\$49,550	\$305,169	\$26,077		\$16,197		\$560
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	\$397,572							
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3).	\$120.48	\$0.00740	\$0.13490	\$0.94860				
13	Rate		Gallon	Kwh	THERMS				\$
14	Unit of Consumption								

2015

Secaucus Housing Authority Housing Authority Budget

www.secaucusha.org



Division of Local Government Services

2015 HOUSING AUTHORITY BUDGET

Certification Section

2015

Secaucus Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2015 TO March 31, 2016

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: _____

2015 PREPARER'S CERTIFICATION

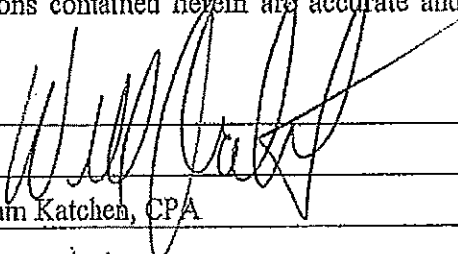
Secaucus Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 4/1/2015 TO: 3/31/2016

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:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	Suite 303, 596 Anderson Avenue, Cliffside Park, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	bill@katchencpa.com		

2015 APPROVAL CERTIFICATION

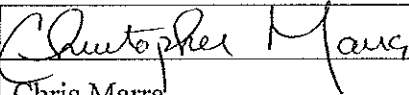
Secaucus Housing Authority (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: TO:
4/1/2015 3/31/2016

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 Secaucus Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 22 day of January, 2015.

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:	Chris Marra		
Title:	Executive Director		
Address:	700 County Avenue, Secaucus, NJ 07094		
Phone Number:	201-867-2957	Fax Number:	201-867-9113
E-mail address	Christopher@secaucusha.org		

INTERNET WEBSITE CERTIFICATION

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

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

Name of Officer Certifying compliance Christopher Marra
Title of Officer Certifying compliance Executive Director
Signature Christopher Marra

RESOLUTION 2015-2
FY 2015-2016 Budget Introduction
2015 HOUSING AUTHORITY BUDGET RESOLUTION
Secaucus Housing Authority

FISCAL YEAR:	FROM:	4/1/2015	TO:	3/31/2016
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WHEREAS, the Annual Budget and Capital Budget for the Secaucus Housing Authority for the fiscal year beginning, April 1, 2015 and ending, March 31, 2016 has been presented before the governing body of the Secaucus Housing Authority at its open public meeting of January 22, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,074,395 Total Appropriations, including any Accumulated Deficit if any, of \$4,249,890 and Total Unrestricted Net Position utilized of 175,495; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$474,000 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 Secaucus Housing Authority, at an open public meeting held on January 22, 2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, April 1, 2015 and ending, March 31, 2016 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 Secaucus Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 26, 2015.


 (Secretary's Signature)

1/22/2015
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Commissioner Harper	x			
Commissioner Schlemm	x			
Commissioner Fairman	x			
Commissioner Adriaenssens	x			
Commissioner Grecco				x
Commissioner Jodice	x			

2015 HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2015 HOUSING AUTHORITY BUDGET MESSAGE &
ANALYSIS**
Secaucus Housing Authority
AUTHORITY BUDGET

FISCAL YEAR: FROM:

TO:

4/1/2015

3/31/2016

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

1. Complete a brief statement on the 2015 proposed Annual Budget and make comparison to the 2014 adopted budget. Explain any variances over +/-10% for each 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. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority. The budget is similar to the current budget with decreases in operating subsidy from HUD based on the anticipated funding proration. In appropriations, fringe benefit costs are higher based on increased premiums in 2015 and the budgeted contribution of \$ 110,000 towards a major bathroom renovation at the Elms.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.

The proposed budget will not have an impact on the anticipated revenues that are substantially based on formula.

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

The local economy is stable and will not impact the proposed budget.

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

Unrestricted net position is utilized to provide for reduced funding from HUD.

5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?

Yes.

6. The proposed budget must not reflect an anticipated deficit from 2015 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.

There is no anticipated deficit.

7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

Revenue substantially based on formula established by HUD.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information.

HOUSING AUTHORITY CONTACT INFORMATION 2015

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

Name of Authority:	Secaucus Housing Authority		
Address:	700 County Avenue		
City, State, Zip:	Secaucus	NJ	07094
Phone: (ext.)	201-867-2957	Fax:	201-867-9113

Preparer's Name:	William Katchen, CPA		
Preparer's Address:	Suite 303, 596 Anderson Avenue		
City, State, Zip:	Cliffside Park	NJ	07010
Phone: (ext.)	201-943-4449	Fax:	201-943-5099
E-mail:	bill@katchencpa.com		

Chief Executive Officer:	Chris Marra		
Phone: (ext.)	201-867-2957	Fax:	201-867-9113
E-mail:	Christopher@secaucusha.org		

Chief Financial Officer:	William Katchen, CPA		
Phone: (ext.)	201-943-4449	Fax:	201-943-5099
E-mail:	bill@katchencpa.com		

Name of Auditor:	Anthony Polcari		
Name of Firm:	Polcari and Company		
Address:	2035 Hamburg Turnpike, Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	polcarico@optonline.net		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Secaucus Housing Authority (Name)

FISCAL YEAR: FROM: TO:
4/1/2015 3/31/2016

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

- 1) Provide the number of individuals employed in calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 21
- 2) Provide the amount of total salaries and wages for calendar year 2013 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$ 632,359
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? 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? NoIf 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 narrative. Review by Commissioners and HUD required comparability study.
- 11) Did the Authority pay for meals or catering during the current fiscal year? No 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? No If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Secaucus Housing Authority

(Name)

FISCAL YEAR: FROM:

4/1/2015

TO:

3/31/2016

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

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

Secaucus Housing Authority

(Name)

FISCAL YEAR: FROM:

4/1/2015

TO:

3/31/2016

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2015, the calendar year 2013 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2014, with 2013 being the most recent calendar year ended), and for fiscal years ending June 30, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2015, with 2014 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.

2015 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2015 Budget Summary

Secaucus Housing Authority
 April 1, 2015 to March 31, 2016

For the Period

	Proposed Budget				Total All Operations	Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 1,841,415	\$ -	\$ 2,216,500	\$ 13,000	\$ 4,070,915	\$ 4,037,256	\$ 33,659	0.8%
Total Non-Operating Revenues	2,480	-	1,000	3,480	5,460	(1,980)	-36.3%	
Total Anticipated Revenues	1,843,895	-	2,217,500	13,000	4,074,395	4,042,716	31,679	0.8%
APPROPRIATIONS								
Total Administration	503,130	-	190,400	-	693,530	674,160	19,370	2.9%
Total Cost of Providing Services	1,491,360	-	2,052,000	13,000	3,556,360	3,440,740	115,620	3.4%
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	1,994,490	-	2,242,400	13,000	4,249,890	4,114,900	134,990	3.3%
Net Interest Payments on Debt	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	1,994,490	-	2,242,400	13,000	4,249,890	4,114,900	134,990	3.3%
Less: Total Unrestricted Net Position Utilized	150,595	-	24,900	-	175,495	72,184	103,311	143.1%
Net Total Appropriations	1,843,895	-	2,217,500	13,000	4,074,395	4,042,716	31,679	0.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

2015 Revenue Schedule

Secaucus Housing Authority

For the Period April 1, 2015 to March 31, 2016

	Proposed Budget				Total All Operations	Current Year Adopted Budget	\$ Increase (Decrease) Proposed vs. Current Year	% Increase (Decrease) Proposed vs. Current Year
	Public Housing Management	Section 8	Housing Voucher	Other Programs		Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1,225,790				1,225,790	1,176,950	48,840	4.1%
Excess Utilities	15,600				15,600	15,600	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	514,225				514,225	519,606	(5,381)	-1.0%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,215,000		2,215,000	2,225,600	(10,600)	-0.5%
Total Rental Fees	1,755,615	-	2,215,000	-	3,970,615	3,937,756	32,859	0.8%
<i>Other Operating Revenues (List)</i>								
Other Revenue 1-CFP Prorations				13,000	13,000	13,000	-	0.0%
Other Revenue 2-Mgmt. Fees\Comm.	85,800				85,800	85,000	800	0.9%
Other Revenue 3-Port In Fees			1,500		1,500	1,500	-	0.0%
Other Revenue 4					-	-	-	#DIV/0!
Total Other Revenue	85,800	-	1,500	13,000	100,300	99,500	800	0.8%
Total Operating Revenues	1,841,415	-	2,216,500	13,000	4,070,915	4,037,256	33,659	0.8%
NON-OPERATING REVENUES								
<i>Grants & Entitlements (List)</i>								
Grant #1					-	-	-	#DIV/0!
Grant #2					-	-	-	#DIV/0!
Grant #3					-	-	-	#DIV/0!
Grant #4					-	-	-	#DIV/0!
Total Grants & Entitlements					-	-	-	#DIV/0!
<i>Local Subsidies & Donations (List)</i>								
Local Subsidy #1					-	-	-	#DIV/0!
Local Subsidy #2					-	-	-	#DIV/0!
Local Subsidy #3					-	-	-	#DIV/0!
Local Subsidy #4					-	-	-	#DIV/0!
Total Local Subsidies & Donations					-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>								
Investments	2,480		1,000		3,480	5,460	(1,980)	-36.3%
Security Deposits					-	-	-	#DIV/0!
Penalties					-	-	-	#DIV/0!
Other Investments					-	-	-	#DIV/0!
Total Interest	2,480	-	1,000	-	3,480	5,460	(1,980)	-36.3%
<i>Other Non-Operating Revenues (List)</i>								
Other Non-Operating #1					-	-	-	#DIV/0!
Other Non-Operating #2					-	-	-	#DIV/0!
Other Non-Operating #3					-	-	-	#DIV/0!
Other Non-Operating #4					-	-	-	#DIV/0!
Other Non-Operating Revenues					-	-	-	#DIV/0!
Total Non-Operating Revenues	2,480	-	1,000	-	3,480	5,460	(1,980)	-36.3%
TOTAL ANTICIPATED REVENUES	\$ 1,843,895	\$ -	\$ 2,217,500	\$ 13,000	\$ 4,074,395	\$ 4,042,716	\$ 31,679	0.8%

2014 Revenue Schedule

Secaucus Housing Authority
 For the Period April 1, 2015 to March 31, 2016

	<i>Current Year Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,176,950				1,176,950
Excess Utilities	15,600				15,600
Non-Dwelling Rental					-
HUD Operating Subsidy	519,606				519,606
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,225,600		2,225,600
Total Rental Fees	1,712,156	-	2,225,600	-	3,937,756
<i>Other Operating Revenues (List)</i>					
Other Revenue 1-CFP Prorations				13,000	13,000
Other Revenue 2-Mgmt. Fees\Comm.	85,000				85,000
Other Revenue 3-Port In Fees			1,500		1,500
Other Revenue 4					-
Total Other Revenue	85,000	-	1,500	13,000	99,500
Total Operating Revenues	1,797,156	-	2,227,100	13,000	4,037,256
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
Grant #1					-
Grant #2					-
Grant #3					-
Grant #4					-
Total Grants & Entitlements					-
<i>Local Subsidies & Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations					-
<i>Interest on Investments & Deposits</i>					
Investments	4,460		1,000		5,460
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	4,460	-	1,000	-	5,460
<i>Other Non-Operating Revenues (List)</i>					
a					-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues					-
Total Non-Operating Revenues	4,460	-	1,000	-	5,460
TOTAL ANTICIPATED REVENUES	\$ 1,801,616	\$ -	\$ 2,228,100	\$ 13,000	\$ 4,042,716

2015 Appropriations Schedule

Secaucus Housing Authority
 For the Period April 1, 2015 to March 31, 2016

	Proposed Budget				Total All	Current Year	\$ Increase	% Increase
	Public Housing	Section 8	Housing	Other Programs	Operations	Adopted Budget	(Decrease)	(Decrease)
	Management		Voucher			Total All	Proposed vs.	Proposed vs.
						Operations	Current Year	Current Year
OPERATING APPROPRIATIONS								
<i>Administration</i>					\$ 284,700	\$ 278,760	\$ 5,940	2.1%
Salary & Wages	\$ 188,150		\$ 96,550		177,330	166,400	10,930	6.6%
Fringe Benefits	130,030		47,300		26,000	26,000	-	0.0%
Legal	20,800		5,200		8,000	8,000	-	0.0%
Staff Training	6,400		1,600		31,000	31,000	-	0.0%
Travel	24,800		6,200		30,000	30,000	-	0.0%
Accounting Fees	24,500		5,500		12,500	10,000	2,500	
Auditing Fees	6,250		6,250		124,000	124,000	-	0.0%
Miscellaneous Administration*	102,200		21,800		674,160	674,160	19,370	2.9%
Total Administration	503,130		190,400					
<i>Cost of Providing Services</i>				13,000	48,690	47,500	1,190	2.5%
Salary & Wages - Tenant Services	35,690				257,790	244,030	13,760	5.6%
Salary & Wages - Maintenance & Operation	248,790		9,000		-	-	-	#DIV/0!
Salary & Wages - Protective Services					39,870	38,910	960	2.5%
Salary & Wages - Utility Labor	39,870				195,040	185,110	9,930	5.4%
Fringe Benefits	195,040				15,000	15,000	-	0.0%
Tenant Services	15,000				397,580	397,580	-	0.0%
Utilities	397,580				295,000	305,000	(10,000)	-3.3%
Maintenance & Operation	295,000				-	-	-	#DIV/0!
Protective Services			3,000		76,000	76,000	-	0.0%
Insurance	73,000				80,390	75,610	4,780	6.3%
Payment in Lieu of Taxes (PILOT)	80,390				-	-	-	#DIV/0!
Terminal Leave Payments					1,000	1,000	-	0.0%
Collection Losses	1,000				-	-	-	#DIV/0!
Other General Expense			2,040,000		2,040,000	2,055,000	(15,000)	-0.7%
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance					110,000	-	110,000	#DIV/0!
Replacement of Non-Expendible Equipment	110,000				-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,491,360		2,052,000	13,000	3,556,360	3,440,740	115,620	3.4%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-	-	#DIV/0!
Total Operating Appropriations	1,994,490		2,242,400	13,000	4,249,890	4,114,900	134,990	3.3%
NON-OPERATING APPROPRIATIONS								
Net Interest Payments on Debt					-	-	-	#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				13,000	4,249,890	4,114,900	134,990	3.3%
TOTAL APPROPRIATIONS	1,994,490		2,242,400	13,000	4,249,890	4,114,900	134,990	3.3%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,994,490		2,242,400	13,000	4,249,890	4,114,900	134,990	3.3%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					175,495	72,184	103,311	143.1%
Other	150,595		24,900		-	72,184	103,311	143.1%
Total Unrestricted Net Position Utilized	150,595		24,900		13,000	\$ 4,042,716	\$ 31,679	0.8%
TOTAL NET APPROPRIATIONS	\$ 1,843,895		\$ 2,217,500	\$ 13,000	\$ 4,074,395			

* 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 \$ 99,724.50 \$ - \$ 112,120.00 \$ 650.00 \$ 212,494.50

2014 Appropriations Schedule

Secaucus Housing Authority
For the Period April 1, 2015 to March 31, 2016

	<i>Current Year Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 184,760		\$ 94,000		\$ 278,760
Fringe Benefits	123,400		43,000		166,400
Legal	20,800		5,200		26,000
Staff Training	6,400		1,600		8,000
Travel	24,800		6,200		31,000
Accounting Fees	24,500		5,500		30,000
Auditing Fees	4,400		5,600		10,000
Miscellaneous Administration*	102,200		21,800		124,000
Total Administration	491,260	-	182,900	-	674,160
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	34,500			13,000	47,500
Salary & Wages - Maintenance & Operation	235,030		9,000		244,030
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	38,910				38,910
Fringe Benefits	185,110				185,110
Tenant Services	15,000				15,000
Utilities	397,580				397,580
Maintenance & Operation	305,000				305,000
Protective Services					-
Insurance	73,000		3,000		76,000
Payment in Lieu of Taxes (PILOT)	75,610				75,610
Terminal Leave Payments					-
Collection Losses	1,000				1,000
Other General Expense					-
Rents			2,055,000		2,055,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,360,740	-	2,067,000	13,000	3,440,740
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	1,852,000	-	2,249,900	13,000	4,114,900
NON-OPERATING APPROPRIATIONS					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	1,852,000	-	2,249,900	13,000	4,114,900
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,852,000	-	2,249,900	13,000	4,114,900
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	50,384		21,800		72,184
Total Unrestricted Net Position Utilized	50,384	-	21,800	-	72,184
TOTAL NET APPROPRIATIONS	\$ 1,801,616	\$ -	\$ 2,228,100	\$ 13,000	\$ 4,042,716

* 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	\$ 92,600.00	-	\$ 112,495.00	\$ 650.00	\$ 205,745.00
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5 Year Debt Service Schedule - Principal

Secaucus Housing Authority

	Current Year (2014)	<i>Fiscal Year Beginning in</i>					Total Principal Outstanding	
		2015	2016	2017	2018	2019		2020
Debt Issuance #1	-	-	-	-	-	-	-	-
Debt Issuance #2	-	-	-	-	-	-	-	-
Debt Issuance #3	-	-	-	-	-	-	-	-
Debt Issuance #4	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

5 Year Debt Service Schedule - Interest

Secaucus Housing Authority

Fiscal Year Beginning in

	2015	2016	2017	2018	2019	2020	Thereafter	
Current Year (2014)								
Debt Issuance #1	\$ -							Total Interest
Debt Issuance #2								Payments
Debt Issuance #3								Outstanding
Debt Issuance #4								\$
TOTAL INTEREST	\$ -							
LESS: HUD SUBSIDY	\$ -							
NET INTEREST	\$ -							\$ -

2015 Net Position Reconciliation

Secaucus Housing Authority

For the Period April 1, 2015

to March 31, 2016

	<i>Proposed Budget</i>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 8,106,982
Less: Restricted for Debt Service Reserve (1)	6,668,468
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	131,372
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)	156,110
Plus: Estimated Income (Loss) on Current Year Operations (2)	(72,184)
Plus: Other Adjustments (attach schedule)	-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	1,391,068
Unrestricted Net Position Utilized to Balance Proposed Budget	175,495
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	175,495
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 1,215,573

(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 \$ 99,725

(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.

2015
Secaucus Housing
Authority

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2015 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM


Secaucus Housing Authority (Name)

FISCAL YEAR: FROM: 4/1/2015 TO: 3/31/2016

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 Secaucus Housing Authority, on the 22 day of January, 2015.

OR

It is hereby certified that the governing body of the Red Bank 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:	Chris Marra		
Title:	Executive Director		
Address:	700 County Avenue, Secaucus, NJ 07094		
Phone Number:	201-867-2957	Fax Number:	201-867-9113
E-mail address	Christopher@secaucusha.org		

2015 CAPITAL BUDGET/PROGRAM MESSAGE

Secaucus Housing Authority (Name)

FISCAL YEAR: FROM:
4/1/2015

TO:
3/31/2016

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
No
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?
No
3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?
Yes
4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.
No
5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.
No impact on rents that are based on formula established by HUD
6. Have the projects been reviewed and approved by HUD?
Yes

Add additional sheets if necessary.

2015 Proposed Capital Budget

Secaucus Housing Authority
 For the Period April 1, 2015 to March 31, 2016

	Estimated Total Cost	Funding Sources					Other Sources
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants		
Management Improve.	\$ 13,000				\$ 13,000		
Bathroom Replacements-Elms A\E fees	461,000				270,000		191,000
Various Capital Projects	-						
Project E Description	-						
Project F Description	-						
Project G Description	-						
TOTAL PROPOSED CAPITAL BUDGET	\$ 474,000	- \$	- \$	- \$	\$ 283,000		\$ 191,000

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

5 Year Capital Improvement Plan

Secaucus Housing Authority

April 1, 2015 to March 31, 2016

For the Period

Fiscal Year Beginning in

	Estimated Total Cost	Current Year				
		2016	2017	2018	2019	2020
Management Improve.	\$ 78,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Bathroom Replacements-Elms	461,000	461,000				
A\E fees	50,000	-	10,000	10,000	10,000	10,000
Various Capital Projects	660,000	132,000	132,000	132,000	132,000	132,000
Project E Description	-	-	-	-	-	-
Project F Description	-	-	-	-	-	-
Project G Description	-	-	-	-	-	-
TOTAL	\$ 1,249,000	\$ 474,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000

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

Secaucus Housing Authority
 For the Period April 1, 2015 to March 31, 2016

Estimated Total Cost	Funding Sources			
	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Management Improve.	\$ 78,000		\$ 78,000	
Bathroom Replacements-Elms	461,000		461,000	
A/E fees	50,000		50,000	
Various Capital Projects	660,000		660,000	
Project E Description	-			
Project F Description	-			
Project G Description	-			
TOTAL	\$ 1,249,000	-	-	\$ 1,249,000
Total 5 Year Plan per CB-4	<u>\$ 1,249,000</u>	<u>-</u>	<u>-</u>	<u>\$ 1,249,000</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.

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

Secaucus Housing Authority

For the Period January 1, 2015 to December 31, 2015

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			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	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	Former	Base Salary/ Stipend							
1 M. Harper	Chairperson	35	X							County of Hudson Clerk of the Boa	35	56,268		56,268	
2 M. Schlemm	Vice Chairperson		X												
3 R. Fairman	Treasurer		X												
4 R. Adriaenssens	Commissioner		X							Union City BOE Chief of Security	35	84,784		84,784	
5 F. Jodice	Commissioner		X							Town of Secaucus Payroll Clerk	32	38,153	3,367	38,153 + 3,367 = 41,520	
6 M. Grecco	Commissioner		X												
7 C. Marra	Executive Directo			X					89,288					89,288	
8															
9															
10															
11															
12															
13															
14															
15															
Total:									\$ 89,288	\$ -	\$ -	\$ -	\$ -	\$ 89,288	
												\$ 179,205	\$ 3,367	\$ 271,860	

Enter the total number of employees/independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

Schedule of Health Benefits - Detailed Cost Analysis

Secaucus Housing Authority
 For the Period April 1, 2015 to March 31, 2016

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee		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)
	Proposed Budget	Actual	Proposed Budget	Actual						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	3	3	\$ 11,451	\$ 34,353	-	3	\$ 10,799	\$ 32,397	\$ 1,956	6.0%
Parent & Child	4	4	22,902	91,608	-	4	21,598	86,392	5,216	6.0%
Employee & Spouse (or Partner)	2	2	30,803	61,606	-	2	27,969	55,938	5,668	10.1%
Family				23,441	-			23,441	-	0.0%
Employee Cost Sharing Contribution (enter as negative -)	9	9		211,008	-	9		198,168	12,840	6.5%
Subtotal										
Commissioners - Health Benefits - Annual Cost										
Single Coverage										
Parent & Child										
Employee & Spouse (or Partner)										
Family										
Employee Cost Sharing Contribution (enter as negative -)	0	0				0				
Subtotal										
Retirees - Health Benefits - Annual Cost										
Single Coverage										
Parent & Child										
Employee & Spouse (or Partner)	1	1	20,415	20,415	-	1	19,340	19,340	1,075	5.6%
Family	1	1	30,803	30,803	-	1	30,005	30,005	798	2.7%
Employee Cost Sharing Contribution (enter as negative -)	2	2		51,218	-	2		49,345	1,873	3.8%
Subtotal										
GRAND TOTAL	11	11		\$ 262,226		11		\$ 247,513	\$ 14,713	5.9%

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

