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2016

Secaucus Housing Authority
(name)
Housing Authority Budget

www.secaucusha.org
(Authority Web Address)

Department Of



**Community
Affairs**

Division of Local Government Services

2016 HOUSING AUTHORITY BUDGET

Certification Section

2016

Secaucus Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

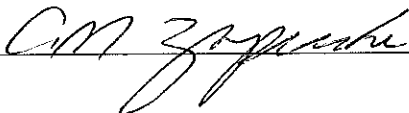
FISCAL YEAR: FROM April 1, 2016 TO March 31, 2017

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: 3/21/16

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: _____

2016 PREPARER'S CERTIFICATION

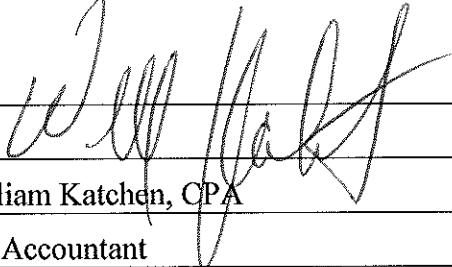
Secaucus Housing Authority (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2016 TO:3/31/2017

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		

2016 APPROVAL CERTIFICATION

Secaucus Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

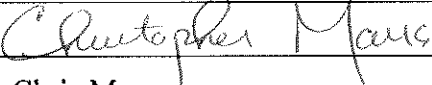
FISCAL
YEAR:

FROM:4/1/2016

TO:3/31/2017

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 28 day of January, 2016.

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.

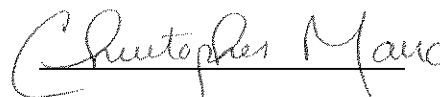
Name of Officer Certifying compliance

Chris Marra

Title of Officer Certifying compliance

Executive Director

Signature



Resolution 2016-2

2016 HOUSING AUTHORITY BUDGET RESOLUTION

Secaucus Housing Authority

FISCAL YEAR: FROM:4/1/2016 TO:3/31/2017

WHEREAS, the Annual Budget and Capital Budget for the Secaucus Housing Authority for the fiscal year beginning, April 1, 2016 and ending, March 31, 2017 has been presented before the governing body of the Secaucus Housing Authority at its open public meeting of January 28, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,267,224 , Total Appropriations, including any Accumulated Deficit if any, of \$ 4,337,520 and Total Unrestricted Net Position utilized of \$70,296; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,000 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 Secaucus Housing Authority, at an open public meeting held on January 28, 2016 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, 2016 and ending, March 31, 2017 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 24, 2016.

Christopher Maua
(Secretary's Signature)

1/28/16
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
M. Harper, Chairperson	X			
M. Schlemm, Vice Chairperson	X			
R. Fairman, Treasurer	X			
R. Adriaenssens, Commissioner				X
M. Grecco, Commissioner				X
F. Jodice Commissioner				X
P. Mondadori, Commissioner	X			

2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Secaucus Housing Authority (Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:4/1/2016

TO:3/31/2017

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 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 year with projected increases in operating subsidy from HUD due to utility cost increases and for the HCV Program due to projected increases in rents to landlords. In appropriations, fringe benefit costs are higher and utilities based on HUD formula. The appropriation for the bathroom renovations is carried in the current year's budget and not needed in the proposed budget.**

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 HUD 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 on 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 assets are 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 2016 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.

Revenues are 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. N/A

HOUSING AUTHORITY CONTACT INFORMATION 2016

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

Name of Authority:	Secaucus Housing Authority		
Federal ID Number:	22-2055341		
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, CPA		
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

FISCAL YEAR: FROM: TO:

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 13
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$622,743
- 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, collective bargaining agreement 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? Yes 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:4/1/2016

TO:3/31/2017

- 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 No *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 Yes *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 Yes *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A No *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 Yes *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 Yes *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 Yes *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

Secaucus Housing Authority

Travel Expenses

April 1, 2015 through March 31, 2016

<u>Name</u>	<u>Event</u>	<u>Amount</u>	<u>Uses</u>
Christopher Marra	NJNAHRO Conference 4/22-4/25	\$166.75	Mileage
Richard Fairman	NJNAHRO Annual Training 11/16 to 11/18	\$332.47	Travel, Food, Hotel
Christopher Marra	NJNAHRO Annual Training 11/16 to 11/18	\$205.05	Mileage, Food
Jacob Naszimento	NJNAHRO Annual Training 11/16 to 11/18	\$284.60	Mileage, Food, Hotel

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

Secaucus Housing Authority

(Name)

**FISCAL
YEAR:**

FROM:4/1/2016

TO:3/31/2017

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, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 being the most recent calendar year ended).

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

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

XYZ Housing Authority

For the Period January 1, 2016 to December 31, 2016

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position			Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation From Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee									
1 M. Haper	Chairperson		x						Hudson Cty.	Board Clerk	35	59,480		59,480
2 M. Schlemm	Vice Chair		x											
3 R. Fairman	Treasurer		x											
4 R. Adriaenssens	Commissioner		x						Union City BOE	Security	35	90,044		90,044
5 F. Jodice	Commissioner		x						Secaucus	Payroll Clerk	32	40,200		40,200
6 M. Grecco	Commissioner		x							NJPERS		3,367		3,367
7 P. Mondadori	Commissioner		x											
8 Chris Marra	Exec Director			x		92,290		92,290						92,290
9														
10														
11														
12														
13														
14														
15														
Total:						\$ 92,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,091	\$ -	\$ 285,381

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, 2016 to March 31, 2017

	# of Covered Members (Medical & Rx)		Annual Cost Estimate Proposed		# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost		% Increase (Decrease)
	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget			Year Cost	Year Cost	
Active Employees - Health Benefits - Annual Cost									
Single Coverage	3	\$ 11,873	\$ 35,619	3	3	\$ 11,451	\$ 34,353	\$ 1,266	3.7% #DIV/0!
Parent & Child									
Employee & Spouse (or Partner) Family	3	23,746	71,238	3	3	22,902	68,706	2,532	3.7%
Employee Cost Sharing Contribution (enter as negative -)	3	33,126	99,378	3	3	30,803	92,409	6,969	7.5%
Subtotal	9		(24,850)	9	9		(23,441)	172,027	6.0% 5.4%
Commissioners - Health Benefits - Annual Cost									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner) Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0			0	0				#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner) Family	2	23,276	46,552	2	2	22,123	44,246	2,306	5.2%
Employee Cost Sharing Contribution (enter as negative -)	2		46,552	2	2		44,246	2,306	5.2%
Subtotal	4			4	4				
GRAND TOTAL	11		\$ 227,937	11	11		\$ 216,273	\$ 11,664	5.4%

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

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

Schedule of Accumulated Liability for Compensated Absences

Secaucus Housing Authority

For the Period

April 1, 2016

to

March 31, 2017

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

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement			
See Schedule Attached		\$ 97,099	X	X				
Total liability for accumulated compensated absences at beginning of current year		\$ 97,099						

SECAUCUS HOUSING AUTHORITY									
3/31/2015-COMPENSATED ABSENCES									
	DAILY RATE	SICK DAYS	SICK DAYS (50%)	SICK DAYS (50%) \$	VACATION DAYS	VACATION VALUE	TOTAL		
LINDA FANNING	182.69	78.5	39.25	\$ 7,170.67	9.5	\$ 1,735.58	\$ 8,906.25		
RON GALLO	251.46	59.5	29.75	\$ 7,480.98	15	\$ 3,771.92	\$ 11,252.90		
GREGORY KOHL	132.42	33	16.5	\$ 2,184.98	5	\$ 662.12	\$ 2,847.10		
HARRY KOWALEWSKI	218.62	124.5	62.25	\$ 13,608.81	15	\$ 3,279.23	\$ 16,888.04		
JOSEPH JUNEWICZ	278.04	60	30	\$ 8,341.15	15	\$ 4,170.58	\$ 12,511.73		
CHRISTOPHER MARRA	350.04	36.5	18.25	\$ 6,388.20	0.5	\$ 175.02	\$ 6,563.22		
JACOB NAZIMENTO	254.58	27	13.5	\$ 3,436.79	10	\$ 2,545.77	\$ 5,982.56		
FRANCES PEIN	219.88	81	40.5	\$ 8,905.33	7	\$ 1,539.19	\$ 10,444.52		
THERESA WEINBREIGH	210.73	110.5	55.25	\$ 11,642.88	15	\$ 3,160.96	\$ 14,803.84		
				\$ 69,159.79		\$ 21,040.37	\$ 90,200.15		
							6,898.85		7.65%
							\$ 97,099.00		✓

2016 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2016 Budget Summary

Secaucus Housing Authority
 For the Period April 1, 2016 to March 31, 2017

	<i>Proposed Budget</i>				<i>Adopted Budget</i>		<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
REVENUES								
Total Operating Revenues	\$ 1,904,244	\$ -	\$ 2,346,500	\$ 13,000	\$ 4,263,744	\$ 4,070,915	\$ 192,829	4.7%
Total Non-Operating Revenues	2,480	-	1,000	-	3,480	3,480	-	0.0%
Total Anticipated Revenues	1,906,724	-	2,347,500	13,000	4,267,224	4,074,395	192,829	4.7%
APPROPRIATIONS								
Total Administration	515,590	-	198,680	-	714,270	693,550	20,740	3.0%
Total Cost of Providing Services	1,438,250	-	2,172,000	13,000	3,623,250	3,556,360	66,890	1.9%
Net Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	1,953,840	-	2,370,680	13,000	4,337,520	4,249,890	87,630	2.1%
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	1,953,840	-	2,370,680	13,000	4,337,520	4,249,890	87,630	2.1%
Less: Total Unrestricted Net Position Utilized	47,116	-	23,180	-	70,296	175,495	(105,199)	-59.9%
Net Total Appropriations	1,906,724	-	2,347,500	13,000	4,267,224	4,074,395	192,829	4.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

2016 Revenue Schedule

Secaucus Housing Authority

For the Period April 1, 2016 to March 31, 2017

	<i>Proposed Budget</i>				<i>Adopted Budget</i>		<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operatlons	Total All Operatlons	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1,253,740				1,253,740	1,225,790	27,950	2.3%
Excess Utilities	15,420				15,420	15,600	(180)	-1.2%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	549,284				549,284	514,225	35,059	6.8%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,345,000		2,345,000	2,215,000	130,000	5.9%
Total Rental Fees	1,818,444	-	2,345,000	-	4,163,444	3,970,615	192,829	4.9%
<i>Other Operating Revenues (List)</i>								
CFP proration				13,000	13,000	13,000	-	0.0%
Mgmt. Fees, late charges, Comm.	85,800				85,800	85,800	-	0.0%
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	100,300	-	0.0%
Total Operating Revenues	1,904,244	-	2,346,500	13,000	4,263,744	4,070,915	192,829	4.7%
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	3,480	-	0.0%
Security Deposits					-	-	-	#DIV/0!
Penalties					-	-	-	#DIV/0!
Other Investments					-	-	-	#DIV/0!
Total Interest	2,480	-	1,000	-	3,480	3,480	-	0.0%
<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!
Total Non-Operating Revenues	2,480	-	1,000	-	3,480	3,480	-	0.0%
TOTAL ANTICIPATED REVENUES	\$ 1,906,724	\$ -	\$ 2,347,500	\$ 13,000	\$ 4,267,224	\$ 4,074,395	\$ 192,829	4.7%

2015 Adopted Revenue Schedule

Secaucus Housing Authority

	<i>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	1,225,790				1,225,790
Excess Utilities	15,600				15,600
Non-Dwelling Rental					-
HUD Operating Subsidy	514,225				514,225
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,215,000		2,215,000
Total Rental Fees	1,755,615	-	2,215,000	-	3,970,615
<i>Other Operating Revenues (List)</i>					
CFP Prorations				13,000	13,000
Mgmt. Fees, late charges, vending	85,800				85,800
Port In Fees			1,500		1,500
Other Revenue 4					-
Total Other Revenue	85,800	-	1,500	13,000	100,300
Total Operating Revenues	1,841,415	-	2,216,500	13,000	4,070,915
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	2,480		1,000		3,480
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	2,480	-	1,000	-	3,480
<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	2,480	-	1,000	-	3,480
TOTAL ANTICIPATED REVENUES	\$ 1,843,895	\$ -	\$ 2,217,500	\$ 13,000	\$ 4,074,395

2016 Appropriations Schedule

Secaucus Housing Authority
For the Period April 1, 2016 to March 31, 2017

	Proposed Budget				Adopted Budget			\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	
OPERATING APPROPRIATIONS									
<i>Administration</i>									
Salary & Wages	\$ 193,920		\$ 95,350		\$ 289,270	\$ 284,700	\$ 4,570		1.6%
Fringe Benefits	136,720		56,780		193,500	177,330	16,170		9.1%
Legal	20,800		5,200		26,000	26,000	-		0.0%
Staff Training	6,400		1,600		8,000	8,000	-		0.0%
Travel	24,800		6,200		31,000	31,000	-		0.0%
Accounting Fees	24,500		5,500		30,000	30,000	-		0.0%
Auditing Fees	6,250		6,250		12,500	12,500	-		0.0%
Miscellaneous Administration*	102,200		21,800		124,000	124,000	-		0.0%
Total Administration	515,590	-	198,680	-	714,270	693,530	20,740		3.0%
<i>Cost of Providing Services</i>									
Salary & Wages - Tenant Services	36,710			13,000	49,710	48,690	1,020		2.1%
Salary & Wages - Maintenance & Operation	244,920		9,000		253,920	257,790	(3,870)		-1.5%
Salary & Wages - Protective Services					-	-			#DIV/0!
Salary & Wages - Utility Labor	40,730				40,730	39,870	860		2.2%
Fringe Benefits	199,900				199,900	195,040	4,860		2.5%
Tenant Services	15,000				15,000	15,000	-		0.0%
Utilities	437,940				437,940	397,580	40,360		10.2%
Maintenance & Operation	310,000				310,000	295,000	15,000		5.1%
Protective Services					-	-			#DIV/0!
Insurance	73,000		3,000		76,000	76,000	-		0.0%
Payment in Lieu of Taxes (PILOT)	79,050				79,050	80,390	(1,340)		-1.7%
Terminal Leave Payments					-	-			#DIV/0!
Collection Losses	1,000				1,000	1,000	-		0.0%
Other General Expense					-	-			#DIV/0!
Rents			2,160,000		2,160,000	2,040,000	120,000		5.9%
Extraordinary Maintenance					-	-			#DIV/0!
Replacement of Non-Expendible Equipment					-	110,000	(110,000)		-100.0%
Property Betterment/Additions					-	-			#DIV/0!
Miscellaneous COPS*					-	-			#DIV/0!
Total Cost of Providing Services	1,438,250	-	2,172,000	13,000	3,623,250	3,556,360	66,890		1.9%
Net Principal Payments on Debt Service in Lieu of Depreciation					-	-			#DIV/0!
Total Operating Appropriations	1,953,840	-	2,370,680	13,000	4,337,520	4,249,890	87,630		2.1%
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	-	-	-	-	-	-	-		#DIV/0!
TOTAL APPROPRIATIONS	1,953,840	-	2,370,680	13,000	4,337,520	4,249,890	87,630		2.1%
ACCUMULATED DEFICIT					-	-			#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,953,840	-	2,370,680	13,000	4,337,520	4,249,890	87,630		2.1%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation					-	-			#DIV/0!
Other	47,116		23,180		70,296	175,495	(105,199)		-59.9%
Total Unrestricted Net Position Utilized	47,116		23,180		70,296	175,495	(105,199)		-59.9%
TOTAL NET APPROPRIATIONS	\$ 1,906,724	\$ -	\$ 2,347,500	\$ 13,000	\$ 4,267,224	\$ 4,074,395	\$ 192,829		4.7%

* 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 \$ 97,692.00 \$ - \$ 118,534.00 \$ 650.00 \$ 216,876.00

2015 Adopted Appropriations Schedule

Secaucus Housing Authority

	<i>Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 188,150		\$ 96,550		\$ 284,700
Fringe Benefits	130,030		47,300		177,330
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	6,250		6,250		12,500
Miscellaneous Administration*	102,200		21,800		124,000
Total Administration	503,130	-	190,400	-	693,530
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	35,690			13,000	48,690
Salary & Wages - Maintenance & Operation	248,790		9,000		257,790
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	39,870				39,870
Fringe Benefits	195,040				195,040
Tenant Services	15,000				15,000
Utilities	397,580				397,580
Maintenance & Operation	295,000				295,000
Protective Services					-
Insurance	73,000		3,000		76,000
Payment in Lieu of Taxes (PILOT)	80,390				80,390
Terminal Leave Payments					-
Collection Losses	1,000				1,000
Other General Expense					-
Rents			2,040,000		2,040,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	110,000				110,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,491,360	-	2,052,000	13,000	3,556,360
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	1,994,490	-	2,242,400	13,000	4,249,890
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	1,994,490	-	2,242,400	13,000	4,249,890
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,994,490	-	2,242,400	13,000	4,249,890
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other	150,595		24,900		175,495
Total Unrestricted Net Position Utilized	150,595	-	24,900	-	175,495
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

5 Year Debt Service Schedule - Principal

Secaucus Housing Authority

	Current Year (2015)	<i>Fiscal Year Beginning in</i>					Thereafter	Total Principal Outstanding #VALUE!
		2016	2017	2018	2019	2020		
Debt Issuance #1	None							
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.

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

5 Year Debt Service Schedule - Interest

Secaucus Housing Authority

Current Year (2015)	<i>Fiscal Year Beginning in</i>					Thereafter	Total Interest Payments Outstanding #VALUE!
	2016	2017	2018	2019	2020		
None	None						
Debt Issuance #1	-	-	-	-	-	-	-
Debt Issuance #2	-	-	-	-	-	-	-
Debt Issuance #3	-	-	-	-	-	-	-
Debt Issuance #4	-	-	-	-	-	-	-
TOTAL INTEREST	-	-	-	-	-	-	-
LESS: HUD SUBSIDY	-	-	-	-	-	-	-
NET INTEREST	-	-	-	-	-	-	-

2016 Net Position Reconciliation

Secaucus Housing Authority

For the Period April 1, 2016

to

March 31, 2017

	<u>Proposed Budget</u>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	
Less: Invested in Capital Assets, Net of Related Debt (1)	7,650,827
Less: Restricted for Debt Service Reserve (1)	6,391,261
Less: Other Restricted Net Position (1)	-
Total Unrestricted Net Position (1)	32,531
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)	240,130
Plus: Estimated Income (Loss) on Current Year Operations (2)	(175,495)
Plus: Other Adjustments (attach schedule)	-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	<u>1,291,670</u>
Unrestricted Net Position Utilized to Balance Proposed Budget	70,296
Unrestricted Net Position Utilized in Proposed Capital Budget	-
Appropriation to Municipality/County (3)	-
Total Unrestricted Net Position Utilized in Proposed Budget	70,296
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	<u>\$ 1,221,374</u>

(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 \$ 97,692

(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.

2016
Secaucus Housing
Authority
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

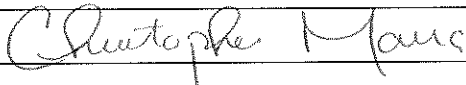
Secaucus Housing Authority (Name)

FISCAL YEAR: FROM:4/1/2016 TO:3/31/2017

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 28 day of January, 2016.

OR

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

Officer's Signature:			
Name:	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		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

Secaucus Housing Authority

(Name)

FISCAL
YEAR:

FROM:4/1/2016

TO:3/31/2017

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, set by HUD formula.

6. Have the projects been reviewed and approved by HUD?

Yes

Add additional sheets if necessary.

2016 Proposed Capital Budget

Secaucus Housing Authority

For the Period April 1, 2016 to March 31, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Management Improvements	\$ 13,000				\$ 13,000	
Operations	15,000				15,000	
Administration	15,000				15,000	
A\E Fees	7,000				7,000	
Various Dwelling Structure Projects	100,000				100,000	
Project F Description	-					
Project G Description	-					
TOTAL PROPOSED CAPITAL BUDGET	\$ 150,000	- \$	- \$	- \$	\$ 150,000	\$ -

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, 2016 to March 31, 2017

For the Period

Fiscal Year Beginning in

	Estimated Total Cost	Current Year					
		Proposed Budget	2017	2018	2019	2020	2021
Management Improvements	\$ 78,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Operations	90,000	15,000	15,000	15,000	15,000	15,000	15,000
Administration	90,000	15,000	15,000	15,000	15,000	15,000	15,000
A/E Fees	42,000	7,000	7,000	7,000	7,000	7,000	7,000
Various Dwelling Structure Proje	600,000	100,000	100,000	100,000	100,000	100,000	100,000
Project F Description	-	-	-	-	-	-	-
Project G Description	-	-	-	-	-	-	-
TOTAL	\$ 900,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000

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, 2016 to March 31, 2017

Estimated Total Cost	Funding Sources			
	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Management Improvements	\$ 78,000		\$ 78,000	
Operations	90,000		90,000	
Administration	90,000		90,000	
A\E Fees	42,000		42,000	
Various Dwelling Structure Proje	600,000		600,000	
Project F Description	-			
Project G Description	-			
TOTAL	\$ 900,000	- \$	- \$ 900,000	\$ -
Total 5 Year Plan per CB-4	\$ 900,000	- \$	- \$ 900,000	\$ -

- 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.

Board Resolution Approving the AMP Budgets
 PHA Board Resolution
 Approving Operating Budget

OMB No. 2577-0026 Approving
 (exp. 10/31/2009)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the 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 public housing agency (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.

PHA Name: Secaucus Housing Authority

PHA Code: NJ083

PHA Fiscal Year Beginning: 4/1/2016

Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budgets (*for COCC and all Projects*) approved by Board resolution on:

1/28/2016

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairman's Name:	Signature:	Date:
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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, 2017	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)		<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	
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	\$379.92	\$1,253,740		
080	3120	Excess Utilities	\$4.67	\$15,420		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$384.59	\$1,269,160		
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)	\$411.34	\$1,357,440		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$58.76	\$193,920		
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)	\$114.80	\$378,870		
Tenant Services:						
220	4210	Salaries	\$11.12	\$36,710		
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)	\$15.67	\$51,710		
Utilities:						
260	4310	Water	\$10.44	\$50,590		
270	4320	Electricity	\$90.14	\$305,130		
280	4330	Gas	\$22.69	\$58,330		
290	4340	Fuel	\$10.27	\$0		
300	4350	Labor	\$12.34	\$40,730		
310	4390	Other utilities expense	\$7.24	\$23,890		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$153.12	\$478,670		

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	\$74.22	\$244,920		
340	4420	Materials	\$26.76	\$85,000		
350	4430	Contract Costs	\$68.18	\$225,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$168.16	\$554,920		
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	\$23.95	\$79,050		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$102.01	\$336,620		
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)	\$148.38	\$489,670		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$600.13	\$1,953,840		
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	\$0.00	\$0		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$0.00	\$0		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$600.13	\$1,953,840		
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)	\$600.13	\$1,953,840		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$188.79)	(\$596,400)		
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)	\$198.15	\$653,910		
640		Mandatory PFS Adjustments (net):	(\$31.70)	(\$104,626)		
650		Other (specify):		\$0		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	(\$31.70)	(\$104,626)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$166.45	\$549,284		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$166.45	\$549,284		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	(\$22.34)	(\$47,116)		

Name of PHA / IHA SECAUCUS HOUSING AUTHORITY	Fiscal Year Ending MARCH 31, 2017
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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	\$976,920	

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, 2015	\$1,069,985
790		Provision for Operating Reserve - Current Budget Year (check one)		
	<input checked="" type="checkbox"/>	Estimated for FYE	MARCH 31, 2016	(\$150,595)
	<input type="checkbox"/>	Actual for FYE	MARCH 31, 2016	
800		Operating Reserve at End of Current Budget Year (check one)		
	<input checked="" type="checkbox"/>	Estimated for FYE	MARCH 31, 2016	\$919,390
	<input type="checkbox"/>	Actual for FYE	MARCH 31, 2016	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE	MARCH 31, 2017	(\$47,116)
		Enter Amount from Line 700		
820		Operating Reserve at End of Requested Budget Year Estimated for FYE	MARCH 31, 2017	\$872,274
		(Sum of lines 800 and 810)		
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. 2577-0028 (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, 2017

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: 1/1/ 2016 equals 105,533 divided by 276 occupied units = \$383.76 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 379.9 times 3,300 Unit Months Available

equals \$1,253,736

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: \$15,420

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 equals	\$0
VARIOUS	\$0	minus pass-throughs of:	\$0 equals	\$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			\$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	\$193,920		\$0	\$95,350
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	6	6.00	\$244,920			
Utilities--Labor (1)			\$40,730			
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	\$50,000		=====
Office Eqpt. Maintenance	\$15,000	TOTAL CONTRACTS:	\$225,000
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. POL.	\$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:	7.66% X Total Payroll of =====	\$538,280	equals:	\$41,178 per year
			equals	\$240,000 per year
Retirement:	9.30% X Total Payroll of =====	\$538,280	equals:	\$50,060 per year
Unemployment:	1.00% times 1st =====	\$33,000 /person \$	538,280 equals	\$6,383 per year =====
TOTAL BENEFITS:				\$338,621

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 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)

Name of Housing Authority		Locality		SECAUCUS, NEW JERSEY										Fiscal Year End
SECAUCUS HOUSING AUTHORITY		SECAUCUS, NEW JERSEY		Allocation of Salaries by Program										MARCH 31, 2017
(1)	(1a)	(2)	(3)	Requested Budget Year		(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
				Present Salary Rate As of (date) 02/21/16	Salary Rate									
ADMINISTRATION:														
1)	Executive Director C. MARRA	\$91,010	\$93,100	12	\$93,100	\$65,170	\$0	\$27,930						
2)	DEPUTY EXECUTIVE DIRECTOR J. NASZIMENTO	\$70,190	\$70,190	12	\$70,190	\$35,100	\$0	\$35,090						
3)	ADMINISTRATIVE ASSISTANT F. PEIN	\$58,600	\$59,830	12	\$59,830	\$43,600	\$0	\$16,230						
4)	CLERK/TYPIST T. WEINBRECHT	\$56,160	\$57,340	12	\$57,340	\$43,000	\$0	\$14,340						
5)	IT TECH A. GREEN	\$8,810	\$9,020	12	\$8,810	\$7,050	\$0	\$1,760						
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					\$289,480	\$193,920	\$0	\$95,350	\$0	\$0	\$0			
TENANT SERVICES														
1)	TENANT SERVICES L. FANNING	\$48,690	\$49,710	12	\$49,710	\$36,710	\$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					\$49,710	\$36,710	\$13,000	\$0			\$0			
UTILITY LABOR														
1)	VARIOUS ALLOCATIONS	\$39,810	\$40,730	12	\$40,730	\$40,730								
2)														
3)														
TOTAL UTILITY LABOR					\$40,730	\$40,730					\$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. 3729.3602)														Date
Executive Director or Designated Official														
NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.														

**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)

Name of Housing Authority		SECAUCUS HOUSING AUTHORITY										SECAUCUS, NEW JERSEY		Fiscal Year End			
Position Title By Organizational Unit and Function		Present Salary Rate As of (date)	Requested Budget Year Estimated Payment		Management		Modernization	Development UTILITY LABOR	Section 8 Programs	Other Programs	Longevity	Method of Allocation		Date			
(1)	(15)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)			(12)		
MAINTENANCE STAFF:																	
	1) WORKING MAINTENANCE SUPERVISOR J. JUNIEWICZ	\$74,090	\$75,650	12	\$75,650	\$60,520		\$15,130									
	2) MAINTENANCE WORKER R. GALLO	\$67,020	\$68,430	12	\$68,430	\$54,730		\$13,700									
	3) MAINTENANCE WORKER H. KOWALEWSKI	\$59,360	\$59,480	12	\$59,480	\$47,580		\$11,900	\$0								
	4) CUSTODIAN G. KOHL	\$35,290	\$37,090	12	\$37,090	\$37,090											
	5) OVERTIME AND ON CALL	\$54,000	\$54,000	12	\$54,000	\$45,000			\$9,000								
	6)		\$0	12	\$0	\$0											
	TOTAL MAINTENANCE LABOR		\$294,650		\$294,650	\$244,920	\$0	\$40,730	\$9,000	\$0							
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 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	

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. 2577-0026 (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, 2017
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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

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in federal law or regulation and other eligibility			
01	FICA contributions <small>94,000-90,00=4,000X7.65%</small>	\$306	
02	Unemployment compensation <small>25,800-25,000=800X10 EMP X1%</small>	\$80	
03	Family Self Sufficiency Program		
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy		
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	275	
10	Employee Units		
11	Police Units		
12	Total Units Eligible for Resident participation (Sum of Part D, Lines 09 thru 11)	275	
13	Funding for Resident Participation (Part D, Line 12 x \$25)	\$6,875	
14	Other approved funding, not listed (Specify in Section 3)	\$0	
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)	\$7,261	
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)	\$540,013	
02	Actual cost of Independent Audit (IA)	\$6,250	
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	\$653,910	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years	\$0	
02	Additional subject fiscal year operating subsidy eligibility (specify)	\$0	
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year	\$0	
04	HUD discretionary adjustments	\$0	
05	Other (specify)	\$0	
06	Other (specify)	\$0	
07	Unfunded portion due to proration	\$0	
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)	(\$104,626)	
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 08)	\$649,284	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
10	Amount of operating subsidy approvable for subject fiscal year not funded		()
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal yr (sum of Part F, Lines 09 thru 11) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (identify individual amounts under Section 3)	()	()
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)	\$0	

Calculation of Allowable Utilities Expense Level

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

OMB Approval No. 2577-0029 (exp. 5/31/2001)

PHA-Owned Rental-Housing Operating Fund

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, 2017			
						NY-1001		g) Energy Performance Contract <input type="checkbox"/> Utility Rate Incentive <input type="checkbox"/>	
Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Fuel (specify type e.g., oil, coal, wood)	(7)	(8)	(9)
01	UMA and actual consumption for old project for 12 month period which ended 12 months before the Requested Budget Year. 2014	3,300	6,384,741	2,152,450	53,735				
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 2013	3,300	6,384,741	2,152,450	53,735				
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 2012	3,300	6,384,741	2,152,450	53,735				
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	9,900	19,154,223	6,457,350	161,205		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	6,384,741	2,152,450	53,735		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	6,384,741	2,152,450	53,735		0		
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times Line 09)	Costs	\$50,582	\$505,122	\$58,327		\$23,267		\$621
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	\$437,918							
12	Est. PUJM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 08, col. 3).	\$132.70							
13	Rate		\$0.00750	\$0.13420	\$1.02760				
14	Unit of Consumption		Gallon	Kwh	THERMS		\$		