

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: 4/1/2019

Board Resolution Number: 2019-1

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:

1/24/2019

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	<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing
[X] Original [] Revision No. :	MARCH 31, 2020	<input type="checkbox"/> IHA Owned Mutual Help Homeownership
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)		<input type="checkbox"/> PHA/IHA Leased Rental Housing
SECAUCUS HOUSING AUTHORITY		<input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership
f. Address (city, State, zip code)		<input type="checkbox"/> PHA/IHA Leased Homeownership
700 County Avenue, Secaucus, New Jersey 07094		

g. ACC Number	h. PAS/LQCCS 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	\$393.58	\$1,298,810		
080	3120	Excess Utilities	\$0.00	\$0		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$393.58	\$1,298,810		
110	3610	Interest on General Fund Investments	\$0.75	\$2,480		
120	3690	Other Operating Receipts	\$53.27	\$175,800		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$447.60	\$1,477,090		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$78.18	\$258,000		
150	4130	Legal Expense	\$3.94	\$13,000		
160	4140	Staff Training	\$1.21	\$4,000		
170	4150	Travel	\$4.70	\$15,500		
180	4170	Accounting Fees	\$4.95	\$16,350		
190	4171	Auditing Fees	\$1.97	\$6,500		
200	4190	Other Administrative Expenses	\$27.12	\$89,500		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$122.07	\$402,850		
Tenant Services:						
220	4210	Salaries	\$12.27	\$40,500		
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)	\$16.82	\$55,500		
Utilities:						
260	4310	Water	\$10.44	\$58,300		
270	4320	Electricity	\$90.14	\$206,800		
280	4330	Gas	\$22.69	\$57,900		
290	4340	Fuel	\$10.27	\$0		
300	4350	Labor	\$13.39	\$44,180		
310	4390	Other utilities expense	\$10.58	\$34,900		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$157.51	\$402,079		

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	\$82.34	\$271,730		
340	4420	Materials	\$25.76	\$85,000		
350	4430	Contract Costs	\$83.33	\$275,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$191.43	\$631,730		
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	\$18.79	\$62,000		
420	4520	Payments in Lieu of Taxes	\$27.17	\$89,670		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$88.34	\$291,520		
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)	\$134.60	\$444,190		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$622.43	\$1,936,349		
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	Debt Service	\$40.44	\$133,440		
520	7520	Reserve for Replacement Contributions	\$19.48	\$64,300		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$59.92	\$197,740		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$682.35	\$2,134,089		
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)	\$682.35	\$2,134,089		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$234.75)	(\$656,999)		
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)	\$0.00	\$0		
640		Mandatory PFS Adjustments (net):	\$0.00			
650		HAP		\$916,116		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	\$916,116		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$0.00	\$916,116		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$0.00	\$916,116		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	(\$234.75)	\$259,117		

Name of PHA / IHA SECAUCUS HOUSING AUTHORITY		Fiscal Year Ending MARCH 31, 2020	
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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	\$968,174	

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, 2018	(\$912,546)
790		Provision for Operating Reserve - Current Budget Year (check one)		
	<input checked="" type="checkbox"/>	Estimated for FYE	MARCH 31, 2019	\$298,196
	<input type="checkbox"/>	Actual for FYE	MARCH 31, 2019	
800		Operating Reserve at End of Current Budget Year (check one)		
	<input checked="" type="checkbox"/>	Estimated for FYE	MARCH 31, 2019	(\$614,350)
	<input type="checkbox"/>	Actual for FYE	MARCH 31, 2019	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE	MARCH 31, 2020	\$259,117
		Enter Amount from Line 700		
820		Operating Reserve at End of Requested Budget Year Estimated for FYE	MARCH 31, 2020	(\$355,233)
		(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
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, 2020	
(1) By Organizational Unit and Function	(2) Position Title	(3) Present Salary Rate As of (date) 03/31/19	(4) Requested Budget Year No. Months	(5) Salary Rate	(6) Estimated Payment Amount	(7) Management CAPITAL	(8) Modernization Development	(9) Section 8 Programs	(10) Other Programs	(11) Longevity	(12) Method of Allocation	Fiscal Year End			
												MARCH 31, 2020			
ADMINISTRATION:															
1) Executive Director		\$108,620	12	\$111,610	\$111,610	\$80,000	\$0	\$31,610							
2) DEPUTY EXECUTIVE DIRECTOR		\$102,570	12	\$104,570	\$104,570	\$62,300	\$0	\$22,270							
3) ADMINISTRATIVE ASSISTANT		\$62,610	12	\$64,930	\$64,930	\$45,700	\$0	\$19,230							
4) CLERK/TYPIST		\$60,420	12	\$62,230	\$62,230	\$43,700	\$0	\$18,530							
5) IT TECH		\$9,020	12	\$9,020	\$9,020	\$6,300	\$0	\$2,720							
7)		\$0	12	\$0	\$0	\$0	\$0	\$0							
8)		\$0	12	\$0	\$0	\$0	\$0	\$0							
9)		\$0	12	\$0	\$0	\$0	\$0	\$0							
TOTAL ADMINISTRATION				\$352,360	\$256,000	\$0	\$0	\$84,360							
TENANT SERVICES															
1) TENANT SERVICES		\$52,020	12	\$53,950	\$40,500	\$0	\$0	\$13,450							
2) L. FANNING		\$0	0	\$0	\$0	\$0	\$0	\$0							
3)		\$0	12	\$0	\$0	\$0	\$0	\$0							
4)		\$0	12	\$0	\$0	\$0	\$0	\$0							
TOTAL TENANT SERVICES				\$53,950	\$40,500	\$0	\$0	\$13,450							
UTILITY LABOR															
1) VARIOUS ALLOCATIONS		\$42,610	12	\$44,180	\$44,180	\$44,180	\$0	\$0							
2)															
3)															
TOTAL UTILITY LABOR				\$44,180	\$44,180	\$44,180	\$0	\$0							
NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.												Executive Director or Designated Official	Date		

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)

**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. 2517-0026 (Exp. 6/30/01)

Name of Housing Authority SECAUCUS HOUSING AUTHORITY	Locality SECAUCUS, NEW JERSEY	Present Salary Rate As of (date) 03/31/19	Requested Budget Year		Allocation of Salaries by Program						Fiscal Year End MARCH 31, 2020						
			Position Title By Organizational Unit and Function	Salary Rate	No. Months	Estimated Payment Amount	Management	Modernization	Development UTILITY LABOR	Section 8 Programs		Other Programs	Longevity	Method of Allocation			
															(1)	(2)	(3)
MAINTENANCE STAFF:																	
1) WORKING MAINTENANCE SUPERVISOR J. JUNIEWICZ		\$79,170	\$82,100	12	\$82,100	\$65,680		\$16,420									
2) MAINTENANCE WORKER R. GALLO		\$71,610	\$74,260	12	\$74,260	\$59,410		\$14,850									
3) MAINTENANCE WORKER H. KOWALEWSKI		\$62,250	\$64,550	12	\$64,550	\$51,640		\$12,910									
4) CUSTODIAN G. KOHL		\$39,390	\$50,000	12	\$50,000	\$50,000			\$0								
5) OVERTIME AND ON CALL		\$54,000	\$54,000	12	\$54,000	\$45,000			\$9,000								
6)			\$0	12	\$0	\$0											
TOTAL MAINTENANCE LABOR			\$324,910		\$324,910	\$271,730	\$0	\$44,180	\$9,000	\$0	\$0						

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.
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Executive Director or Designated Official

Date

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

**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

MARCH 31, 2020

SECAUCUS HOUSING AUTHORITY

SECAUCUS, NEW JERSEY

Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Extraordinary Maintenance and Betterments and Additions (Excluding Equipment Additions)		Requested Budget Year		Equipment Requirements		Requested Budget		
			Total Estimated Cost (4)	Percent Complete Current Budget Year End (5)	Estimated Expenditure in Year (6)	Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)	No. Of Items (9)	Item Cost (10)	Estimated Expenditure in Year (11)	
EM 12-1	EXTRAORDINARY MAINTENANCE 1) Debt Service	NJ 083	\$0	100%	\$133,444	100%					
	2)				\$0						
	3)				\$0						
	4)				\$0						
	5)				\$0						
	TOTAL EXTRAORDINARY MAINTENANCE:				\$133,444						\$64,300
RE 95-1	REPLACEMENT OF EQUIPMENT									0	\$0
	1) Repair and Replacement Reserve Contributions										\$0
	2)										\$0
	3)										\$0
	4)										\$0
	5)										\$0
	TOTAL REPLACEMENT: BETTERMENTS & ADDITIONS									0	\$6,000
	1) Computer System										\$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. 2577-0026 (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, 2020
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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	\$13,000	\$0	\$13,000	\$0
2 Training (list and provide justification)	\$8,000	\$4,000	\$0	\$4,000	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$26,000	\$13,000	\$0	\$13,000	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$0	\$0	\$0	\$0	\$0
5 Within Area of Jurisdiction	\$5,000	\$2,500	\$0	\$2,500	\$0
6 Total Travel	\$31,000	\$15,500	\$0	\$15,500	\$0
7 Accounting	\$32,700	\$16,350	\$0	\$16,350	\$0
8 Auditing	\$13,000	\$6,500	\$0	\$6,500	\$0
9 Sundry					
Rental of Office Space	\$0	\$0	\$0	\$0	\$0
10 Publications	\$9,000	\$4,500	\$0	\$4,500	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$20,000	\$10,000	\$0	\$10,000	\$0
12 Telephone, Fax, Electronic Communications	\$24,000	\$12,000	\$0	\$12,000	\$0
13 Collection Agent Fees and Court Costs	\$0	\$0	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$20,000	\$20,000	\$0	\$0	\$0
15 Forms, Stationary and Office Supplies	\$28,000	\$21,000	\$0	\$7,000	\$0
16 Other Sundry Expense (provide breakdown)	\$28,000	\$22,000	\$0	\$6,000	\$0
17 Total Sundry	\$129,000	\$89,500	\$0	\$39,500	\$0
18 Total Administration Expense Other Than Salaries	\$239,700	\$144,850	\$0	\$94,850	\$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 50.00%
 =====

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

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, 2020

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 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 of utility costs by HA and/or tenant.

Monthly Rent Roll as of: 12/1/ 2018 equals 108,930 divided by 274 occupied units = \$397.55 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 393.6 times 3,300 Unit Months Available

equals \$1,298,814

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: \$0

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
Antenna rental	\$30,000	minus pass-throughs of:	\$0 equals	\$30,000
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
Brick Housing Shared Services	\$60,000			60,000
	=====			=====
	\$175,800			\$175,800
			PUM equals	\$53.27

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)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)						
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)						
Utilities--Labor (1)						
Other (Specify) (Tenant Services, Legal, etc.) (1)						
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-52156) 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	\$60,000		=====
Cleaning Contract	\$40,000		
Office Eqpt. Maintenance	\$15,000	TOTAL CONTRACTS:	\$275,000
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	\$55,000	5,000	60,000
WORKER'S COMP./POL	\$7,000	7,000	14,000
	\$0	0	0
	\$0		
	\$0		
	\$0		
TOTAL INSURANCE:	\$62,000	12,000	74,000

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 =====	\$614,410	equals:	\$47,002 per year
			equals	\$180,000 per year
Retirement:	9.50% X Total Payroll of =====	\$614,410	equals:	\$58,369 per year
Unemployment:	1.00% times 1st =====	\$35,000 /person \$	614,410 equals	\$6,144 per year =====
TOTAL BENEFITS:				\$291,515

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

Resolution #2019-2
2019 HOUSING AUTHORITY BUDGET RESOLUTION
Secaucus Housing Authority

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

WHEREAS, the Annual Budget and Capital Budget for the Secaucus Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the governing body of the Secaucus Housing Authority at its open public meeting of January 24, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,725,706 , Total Appropriations, including any Accumulated Deficit if any, of \$5,425,042 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$89,366 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

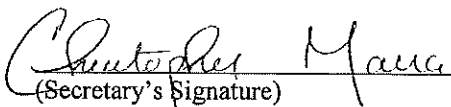
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 24, 2019 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, 2019 and ending, March 31, 2020 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Secaucus Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 28, 2019.



 (Secretary's Signature)

1/24/19

 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Commissioner Schlemm	X			
Commissioner Harper	X			
Commissioner Fairman	X			
Commissioner Grecco				X
Commissioner Mondadori				X
Commissioner Rivera				X
Commissioner Suarez	X			

Authority Budget of:

Secaucus Housing Authority

State Filing Year 2019

For the Period:

April 1, 2019 to March 31, 2020

www.secaucusha.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2019 HOUSING AUTHORITY BUDGET

Certification Section

2019

SECAUCUS HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

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

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ 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: _____

2019 PREPARER'S CERTIFICATION

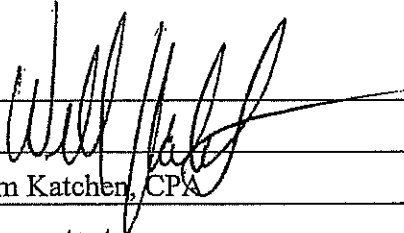
SECAUCUS HOUSING AUTHORITY
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM:4/1/2019 TO:3/31/2020

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

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

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

2019 APPROVAL CERTIFICATION

SECAUCUS HOUSING AUTHORITY

(Name)

HOUSING AUTHORITY BUDGET

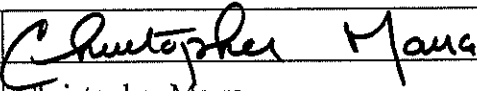
FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Secaucus Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 24 day of January, 2019.

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

Officer's Signature:			
Name:	Christopher 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

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

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

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

Name of Officer Certifying compliance

Christopher Marra

Title of Officer Certifying compliance

Executive Director

Signature



2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

SECAUCUS HOUSING AUTHORITY
(Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). **See attached.**
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget. **Tenant charges are primarily set by HUD formula. It is expected that the proposed budget will not have an impact on charges to tenants.**
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 not expected to 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. **The proposed budget does not anticipate the use of unrestricted net position.**
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.). **None, except for the annual pilot.**
6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68, 45**). **There is no accumulated deficit and the proposed budget anticipates a surplus in operations.**

SECAUCUS HOUSING AUTHORITY

2019 NEW JERSEY BUDGET

PAGE N-1, QUESTION 1

Revenue:

- 1.) Laundry, commissions and late charges increased based on expected revenue of \$30,000 from cell phone antenna agreement.

Appropriations:

- 1.) Maintenance and operation costs expected to be higher with the implementation of an outside cleaning service.
- 2.) Maintenance and operation salaries expected to be higher based on anticipated salary increases for existing staff to assume additional duties.

HOUSING AUTHORITY CONTACT INFORMATION 2019

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:	596 Anderson Avenue, Suite 303		
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@secaucussha.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
(Name)

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 19
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018)Transmittal of Wage and Tax Statements:\$659,446.
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? 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 a narrative of your Authority's procedures for all employees. Collective bargaining agreement and Board review.*
- 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.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel ___No___
 - b. Travel for companions ___No___
 - c. Tax indemnification and gross-up payments ___No___
 - d. Discretionary spending account ___No___
 - e. Housing allowance or residence for personal use ___No___
 - f. Payments for business use of personal residence ___No___
 - g. Vehicle/auto allowance or vehicle for personal use ___No___
 - h. Health or social club dues or initiation fees ___No___
 - i. Personal services (i.e.: maid, chauffeur, chef) ___No___
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? ___Yes___ *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? ___No___ *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? ___No___ *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? ___N/A___ *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:4/1/2019 TO:3/31/2020

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 being the most recent calendar year ended).

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

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

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

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.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee										
1 Michael Schlemm	Chairperson		X						None	Board Clerk	35	83,202	27,450	110,652	
2 Michael Harper	Vice Chairperson		X						None					0	
3 Richards Fairman	Treasurer		X						None					0	
4 Anthony Suarez	Commissioner		X						None					0	
5 Michael Greco	Commissioner		X						None	retired				0	
6 Patricia Mondadori	Commissioner		X						None					0	
7 Inocencia Rivera	Commissioner		X					35,500	None					0	
8 Christopher Marra	Executive Director		X			107,550		143,050	None					143,050	
9									None					0	
10									None					0	
11									None					0	
12									None					0	
13									None					0	
14									None					0	
15									None					0	
Total:								143,050					83,202	27,450	253,702

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

Schedule of Health Benefits - Detailed Cost Analysis

Secaucus Housing Authority April 1, 2019 to March 31, 2020

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Current Year	Proposed Budget	Current Year						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	3		\$ 12,100		\$ 36,300	3	\$ 11,861	\$ 35,583	\$ 717	2.0%
Parent & Child					-					#DIV/0!
Employee & Spouse (or Partner)	4		24,200		96,800	4	23,722	94,888	1,912	2.0%
Family	2		33,750		67,500	2	33,093	66,186	1,314	2.0%
Employee Cost Sharing Contribution (enter as negative -)					(45,040)			(46,030)	990	-2.2%
Subtotal	9				155,560	9		150,627	4,933	3.3%
Commissioners - Health Benefits - Annual Cost										
Single Coverage					-					#DIV/0!
Parent & Child					-					#DIV/0!
Employee & Spouse (or Partner)					-					#DIV/0!
Family					-					#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)					-					#DIV/0!
Subtotal	0				-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost										
Single Coverage	1		4,000		4,000	1	6,304	6,304	(2,304)	-36.5%
Parent & Child					-					#DIV/0!
Employee & Spouse (or Partner)	1		11,803		11,803	1	21,383	21,383	(9,580)	-44.8%
Family					-					#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)					-					#DIV/0!
Subtotal	2				15,803	2		27,687	(11,884)	-42.9%
GRAND TOTAL	11				\$ 171,363	11		\$ 178,314	\$ (6,951)	-3.9%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Schedule of Accumulated Liability for Compensated Absences

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

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Various-see Schedule		\$ 96,376	X	X	
Total liability for accumulated compensated absences at beginning of current year		\$ 96,376			

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

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

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

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	Total All Operations	Total All Operations	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs						
REVENUES										
Total Operating Revenues	\$ 2,590,726	\$ -	\$ 3,331,500	\$ -	\$ 5,722,226	\$ -	\$ 5,709,322	\$ 12,904	0.2%	
Total Non-Operating Revenues	2,480	-	1,000	-	3,480	-	3,480	-	0.0%	
Total Anticipated Revenues	2,593,206	-	3,332,500	-	5,725,706	-	5,712,802	12,904	0.2%	
APPROPRIATIONS										
Total Administration	526,020	-	243,000	-	769,020	-	757,860	11,160	1.5%	
Total Cost of Providing Services	1,560,329	-	3,047,950	-	4,608,279	-	4,459,406	148,873	3.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	50,625	1,534	3.0%	
Total Operating Appropriations	2,086,349	-	3,290,950	-	5,429,458	-	5,267,891	161,567	3.1%	
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	82,825	(1,541)	-1.9%	
Total Other Non-Operating Appropriations	64,300	-	-	-	64,300	-	62,730	1,570	2.5%	
Total Non-Operating Appropriations	64,300	-	-	-	145,584	-	145,555	29	0.0%	
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	2,150,649	-	3,290,950	-	5,575,042	-	5,413,446	161,596	3.0%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	2,150,649	-	3,290,950	-	5,575,042	-	5,413,446	161,596	3.0%	
ANTICIPATED SURPLUS (DEFICIT)	\$ 242,557	\$ -	\$ 41,550	\$ -	\$ 150,664	\$ -	\$ 299,356	\$ (148,692)	-49.7%	

Revenue Schedule

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

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	1298810			1,298,810	1,277,690	21,120	1.7%	
Excess Utilities				-	-	-	#DIV/0!	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy	916116			916,116	844,156	71,960	8.5%	
New Construction - Acc Section 8				-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			3330000	3,330,000	3,445,176	(115,176)	-3.3%	
Total Rental Fees	2,214,926	-	3,330,000	-	5,544,926	5,567,022	(22,096)	-0.4%
<i>Other Operating Revenues (List)</i>								
Management Fees	100800			100,800	95,800	5,000	5.2%	
Laundry Commissions and late charges	75000			75,000	45,000	30,000	66.7%	
Port In Fees			1500	1,500	1,500	-	0.0%	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Type in (Grant, Other Rev)				-	-	-	#DIV/0!	
Total Other Revenue	175,800	-	1,500	-	177,300	142,300	35,000	24.6%
Total Operating Revenues	2,390,726	-	3,331,500	-	5,722,226	5,709,322	12,904	0.2%
NON-OPERATING REVENUES								
<i>Other Non-Operating Revenues (List)</i>								
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Type in				-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>								
Interest Earned	2,480		1,000	3,480	3,480	-	0.0%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
Total Interest	2,480	-	1,000	-	3,480	3,480	-	0.0%
Total Non-Operating Revenues	2,480	-	1,000	-	3,480	3,480	-	0.0%
TOTAL ANTICIPATED REVENUES	\$ 2,393,206	\$ -	#####	\$ -	\$ 5,725,706	\$ 5,712,802	\$ 12,904	0.2%

Prior Year Adopted Revenue Schedule

Secaucus Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments Dwelling Rental	1,277,690				\$ -
Excess Utilities					1,277,690
Non-Dwelling Rental					-
HUD Operating Subsidy	844,156				-
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			3,445,176		844,156
Total Rental Fees	2,121,846	-	3,445,176	-	5,567,022
<i>Other Revenue (List)</i>					
Management Fees	95800				95,800
Laundry Commissions and late charges	45000				45,000
Port In Fees			1,500		1,500
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	140,800	-	1,500	-	142,300
Total Operating Revenues	2,262,646	-	3,446,676	-	5,709,322
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	2,480		1,000		3,480
Penalties					-
Other					-
Total Interest	2,480	-	1,000	-	3,480
Total Non-Operating Revenues	2,480	-	1,000	-	3,480
TOTAL ANTICIPATED REVENUES	\$ 2,265,126	\$ -	\$ 3,447,676	\$ -	\$ 5,712,802

Appropriations Schedule

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

	FY 2019 Proposed Budget				FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	258,000		94,360		\$ 352,360	\$ 340,490	\$ 11,870	3.5%
Fringe Benefits	123,170		53,790		176,960	183,170	(6,210)	-3.4%
Legal	13,000		13,000		26,000	25,000	-	0.0%
Staff Training	4,000		4,000		8,000	8,000	-	0.0%
Travel	15,500		15,500		31,000	31,000	-	0.0%
Accounting Fees	16,350		16,350		32,700	32,700	-	0.0%
Auditing Fees	6,500		6,500		13,000	12,500	500	4.0%
Miscellaneous Administration*	89,500		39,500		129,000	124,000	5,000	4.0%
Total Administration	526,020	-	243,000	-	769,020	757,860	11,160	1.5%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	40,500		13,450		53,950	52,020	1,930	3.7%
Salary & Wages - Maintenance & Operation	271,730		9,000		280,730	254,810	25,920	10.2%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	44,180				44,180	42,610	1,570	3.7%
Fringe Benefits	168,350		13,500		181,850	190,150	(8,300)	-4.4%
Tenant Services	15,000				15,000	15,000	-	0.0%
Utilities	357,899				357,899	385,720	(27,821)	-7.2%
Maintenance & Operation	360,000				360,000	320,000	40,000	12.5%
Protective Services					-	-	-	#DIV/0!
Insurance	62,000		12,000		74,000	74,000	-	0.0%
Payment in Lieu of Taxes (PILOT)	89,670				89,670	84,940	4,730	5.6%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	1,000				1,000	1,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents			3,000,000		3,000,000	3,039,156	(39,156)	-1.3%
Extraordinary Maintenance	150,000				150,000	-	150,000	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additlons					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,560,329	-	3,047,950	-	4,608,279	4,459,406	148,873	3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	52,159	50,625	1,534	3.0%
Total Operating Appropriations	2,086,349	-	3,290,950	-	5,429,458	5,267,891	161,567	3.1%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	81,284	82,825	(1,541)	-1.9%
Renewal & Replacement Reserve	64,300				64,300	62,730	1,570	2.5%
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	64,300	-	-	-	145,584	145,555	29	0.0%
TOTAL APPROPRIATIONS	2,150,649	-	3,290,950	-	5,575,042	5,413,446	161,596	3.0%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,150,649	-	3,290,950	-	5,575,042	5,413,446	161,596	3.0%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized					-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,150,649	\$ -	\$ 3,290,950	\$ -	\$ 5,575,042	\$ 5,413,446	\$ 161,596	3.0%

* 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 \$ 104,317.45 \$ - \$ 164,547.50 \$ - \$ 271,472.90

Prior Year Adopted Appropriations Schedule

Secaucus Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 185,250		\$ 155,240		\$ 340,490
Fringe Benefits	84,170		99,000		183,170
Legal	13,000		13,000		26,000
Staff Training	4,000		4,000		8,000
Travel	15,500		15,500		31,000
Accounting Fees	16,350		16,350		32,700
Auditing Fees	6,250		6,250		12,500
Miscellaneous Administration*	77,000		47,000		124,000
Total Administration	401,520	-	356,340	-	757,860
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	26,010		26,010		52,020
Salary & Wages - Maintenance & Operation	254,810				254,810
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	42,610				42,610
Fringe Benefits	177,140		13,010		190,150
Tenant Services	15,000				15,000
Utilities	385,720				385,720
Maintenance & Operation	320,000				320,000
Protective Services					-
Insurance	62,000		12,000		74,000
Payment in Lieu of Taxes (PILOT)	84,940				84,940
Terminal Leave Payments					-
Collection Losses	1,000				1,000
Other General Expense					-
Rents			3,039,156		3,039,156
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,369,230	-	3,090,176	-	4,459,406
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	50,625
Total Operating Appropriations	1,770,750	-	3,446,516	-	5,267,891
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	82,825
Renewal & Replacement Reserve	62,730				62,730
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	62,730	-	-	-	145,555
TOTAL APPROPRIATIONS	1,833,480	-	3,446,516	-	5,413,446
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,833,480	-	3,446,516	-	5,413,446
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,833,480	\$ -	\$ 3,446,516	\$ -	\$ 5,413,446

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	\$ 88,537.50	\$ -	\$ 172,325.80	\$ -	\$ 263,394.55
--------------------------------------	--------------	------	---------------	------	---------------

Debt Service Schedule - Principal

Secaucus Housing Authority

If Authority has no debt, X this box

	Fiscal Year Ending in					Total Principal Outstanding			
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022		2023	2024	Thereafter
RAD Mortgage	\$ 50,625	\$ 52,159	\$ 53,520	\$ 55,605	\$ 58,026	\$ 59,842	\$ 62,125	\$ 2,052,447	\$ 2,393,724
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	50,625	52,159	53,520	55,605	58,026	59,842	62,125	2,052,447	2,393,724
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$ 50,625	\$ 52,159	\$ 53,520	\$ 55,605	\$ 58,026	\$ 59,842	\$ 62,125	\$ 2,052,447	\$ 2,393,724

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	<i>Moody's</i>	<i>Fitch</i>	<i>Standard & Poors</i>
Bond Rating			
Year of Last Rating			
If no Rating type in Not Applicable			

Debt Service Schedule - Interest

Secaucus Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending In</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2019	2020	2021	2022	2023	2024		
RAD Mortgage	81,284	79,924	77,839	75,418	73,601	71,319	1,360,877	1,820,262
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
TOTAL INTEREST	81,284	79,924	77,839	75,418	73,601	71,319	1,360,877	1,820,262
LESS: HUD SUBSIDY								
NET INTEREST	\$ 81,284	\$ 79,924	\$ 77,839	\$ 75,418	\$ 73,601	\$ 71,319	\$ 1,360,877	\$ 1,820,262

2019
SECAUCUS
HOUSING
AUTHORITY
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

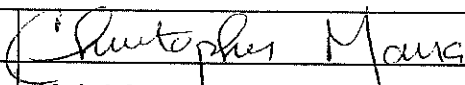
SECAUCUS HOUSING AUTHORITY
(Name)

FISCAL YEAR: FROM: 4/1/2019 TO: 3/31/2020

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Secaucus Housing Authority, on the 24 day of January, 2019.

OR

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

Officer's Signature:			
Name:	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		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Secaucus Housing Authority

(Name)

FISCAL
YEAR:

FROM:4/1/2019

TO:3/31/2020

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

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?
Yes.
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?
Yes.
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 tenant charges that are primarily based on HUD formula.
6. Have the projects been reviewed and approved by HUD?
Yes.

Add additional sheets if necessary.

Proposed Capital Budget

Secaucus Housing Authority

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Various Capital Improvements	\$ 89,366		\$ 89,366			
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	89,366	-	89,366	-	-	-
Section 8						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Housing Voucher						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
Other Programs						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 89,366	\$ -	\$ 89,366	\$ -	\$ -	\$ -

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

5 Year Capital Improvement Plan

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

Fiscal Year Beginning In

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
Public Housing Management							
Various Capital Improvements	\$ 356,557	\$ 89,366	\$ 21,438	\$ 4,659	\$ 24,207	\$ 166,887	\$ 50,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	356,557	89,366	21,438	4,659	24,207	166,887	50,000
Section 8							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
Total	-	-	-	-	-	-	-
Housing Voucher							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
Total	-	-	-	-	-	-	-
Other Programs							
Type in Description	-						
Type in Description	-						
Type in Description	-						
Type in Description	-						
Total	-	-	-	-	-	-	-
TOTAL	\$ 356,557	\$ 89,366	\$ 21,438	\$ 4,659	\$ 24,207	\$ 166,887	\$ 50,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Secaucus Housing Authority

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

	Estimated Total Cost	<i>Funding Sources</i>			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Various Capital Improvements	\$ 356,557		\$ 356,557		
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	356,557	-	356,557	-	-
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
Total	-	-	-	-	-
TOTAL	\$ 356,557	\$ -	\$ 356,557	\$ -	\$ -
Total 5 Year Plan per CB-4	<u>\$ 356,557</u>				

- 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.