

**2023 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2023

Secaucus Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2023 to March 31, 2024

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ 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: _____

2023 PREPARER'S CERTIFICATION

Secaucus Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

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

Preparer's Signature:	bill@katchencpa.com
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

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

Name of Officer Certifying Compliance: Christopher Marra
Title of Officer Certifying Compliance: Executive Director
Signature: christopher@secaucussha.org

2023 APPROVAL CERTIFICATION

Secaucus Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2023 to March 31, 2024

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Secaucus Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on January 26, 2023.

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

Officer's Signature:	christopher@secaucusha.org
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

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

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Secaucus Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

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

None, except for the annual PILOT.

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

The Authority has an accumulated deficit at the end of the prior year principally caused by noncash accounting for OPEB and Pension. The proposed Budget includes an anticipated surplus that will reduce the accumulated deficit.

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

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Secaucus Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

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

Narratives between current and proposed budgets are as follows:

Revenue:

1. Voucher revenue-Increased for added participants and increased HAP expected to be paid.

Expenditures:

1. Fringe benefits increased for increase in rates and employee participation.
2. Utilities increased based on actual and proposed rates.
3. Extraordinary maintenance increased for proposed interior painting project.
4. Rents increased for increased tenant participation and increased HAP.
5. Renewal and Replacement Reserve funding- Increased to provide additional funding in reserve.
6. Insurance- Increased based on current year's premiums.

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

The local economy is stable and recovering from the Pandemic of COVID-19. Labor and supply chain delay issues remain causing increased prices and delays.

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

The proposed budget does not anticipate the use of unrestricted net position.

HOUSING AUTHORITY CONTACT INFORMATION

2023

Please complete the following information regarding this 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*	Christopher Marra		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	201-867-2957	Fax:	201-867-9113
E-mail:	christopher@secaucusha.org		

Chief Financial Officer*	William Katchen, CPA		
<i>*Or person who performs these functions under another title.</i>			
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 (CONTINUED)

Secaucus Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

9. Did the Authority pay for meals or catering during the current fiscal year?

No

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

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

No

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

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

- a. First class or charter travel
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No
No
No
No
No
No
No
No
No

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

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

Yes

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

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination?

No

If "yes", provide explanation, including amount paid.

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?

No

If "yes", provide explanation including amount paid.

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?

No

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Secaucus Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

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

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

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

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

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Secaucus Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

Page N-3, Question 8- Salary increases are principally determined through the collective bargaining agreement. For nonunion staff the Board of Commissioners review and vote on the annual salary increases.

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

Secaucus Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

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

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

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

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

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

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

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

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

Schedule of Health Benefits - Detailed Cost Analysis

Secaucus Housing Authority

For the Period: April 01, 2023 to March 31, 2024

If no health benefits, check this box:

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	4	14,449.00	57,796.00	4	12,570.00	50,280.00	7,516.00	14.9%
Parent & Child	1	25,864.00	25,864.00	1	22,500.00	22,500.00	3,364.00	15.0%
Employee & Spouse (or Partner)	1	28,899.00	28,899.00	2	25,135.00	50,270.00	(21,371.00)	-42.5%
Family	4	40,314.00	161,256.00	2	33,500.00	67,000.00	94,256.00	140.7%
Employee Cost Sharing Contribution (enter as negative -)			(9,950.00)			(43,950.00)	34,000.00	-77.4%
Subtotal	10		263,865.00	9		146,100.00	117,765.00	80.6%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal								
Retirees - Health Benefits - Annual Cost								
Single Coverage	2	4,613.00	9,226.00	2	4,835.00	9,670.00	(444.00)	-4.6%
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal	2		9,226.00	2		9,670.00	(444.00)	-4.6%
GRAND TOTAL	12		273,091.00	11		155,770.00	117,321.00	75.3%

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

**2023 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Secaucus Housing Authority
For the Period: April 01, 2023 to March 31, 2024

	FY 2023 Proposed Budget				FY 2022 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 2,561,196	\$ -	\$ 4,891,500	\$ -	\$ 6,829,130	\$ 6,829,130	\$ 563,566	8.3%
Total Non-Operating Revenues	14,850	-	1,000	-	3,480	3,480	12,370	355.5%
Total Anticipated Revenues	2,576,046	-	4,832,500	-	6,832,610	6,832,610	575,936	8.4%
APPROPRIATIONS								
Total Administration	403,530	-	490,940	-	799,620	799,620	94,850	11.9%
Total Cost of Providing Services	1,844,540	-	4,337,200	-	5,586,610	5,586,610	595,130	10.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	57,043	57,043	1,851	3.2%
Total Operating Appropriations	2,248,070	-	4,828,140	-	6,443,273	6,443,273	691,831	10.7%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	78,215	78,215	(1,851)	-2.4%
Total Other Non-Operating Appropriations	100,000	-	-	-	69,590	69,590	30,500	43.9%
Total Non-Operating Appropriations	100,000	-	-	-	147,715	147,715	28,649	19.4%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,348,070	-	4,828,140	-	6,590,988	6,590,988	720,480	10.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,348,070	-	4,828,140	-	6,590,988	6,590,988	720,480	10.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ 227,976	\$ -	\$ 4,360	\$ -	\$ 241,622	\$ 241,622	\$ (144,544)	-59.8%

Appropriations Schedule

Secaucus Housing Authority
For the Period: April 01, 2023 to March 31, 2024

	FY 2023 Proposed Budget				FY 2022 Adopted Budget		\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section B	Housing Voucher	Other Programs	Total All Operations	Total All Operations	Proposed vs. Adopted	Proposed vs. Adopted
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	160,700		223,990		\$ 384,690	\$ 368,640	\$ 16,050	4.4%
Fringe Benefits	108,780		162,900		271,680	192,880	78,800	40.9%
Legal	13,000		13,000		26,000	26,000	-	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	17,800		17,800		35,600	35,600	-	0.0%
Auditing Fees	6,750		6,750		13,500	13,500	-	0.0%
Miscellaneous Administration*	77,000		47,000		124,000	124,000	-	0.0%
Total Administration	403,530		490,940		894,470	799,620	94,850	11.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	27,300		11,700		39,000	36,500	2,500	6.8%
Salary & Wages - Maintenance & Operation	261,400		9,000		270,400	281,790	(11,390)	-4.0%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	43,590				43,590	42,350	1,240	2.9%
Fringe Benefits	185,230				185,230	169,940	15,290	9.0%
Tenant Services	20,000				20,000	20,000	-	0.0%
Utilities	445,000				445,000	393,500	51,500	13.1%
Maintenance & Operation	497,500				497,500	472,500	25,000	5.3%
Protective Services					-	-	-	#DIV/0!
Insurance	72,500		16,500		89,000	80,000	9,000	11.3%
Payment in Lieu of Taxes (PILOT)	91,020				91,020	89,030	1,990	2.2%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	1,000				1,000	1,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Extraordinary Maintenance	200,000				200,000	100,000	100,000	100.0%
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	1,844,540		4,337,200		6,181,740	5,586,610	595,130	10.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	58,894	57,043	1,851	3.2%
Total Operating Appropriations	2,248,070		4,828,140		7,135,104	6,443,273	691,831	10.7%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	76,364	78,215	(1,851)	-2.4%
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve	100,000				100,000	69,500	30,500	43.9%
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	100,000				176,364	147,715	28,649	19.4%
TOTAL APPROPRIATIONS	2,348,070		4,828,140		7,311,468	6,590,988	720,480	10.9%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,348,070		4,828,140		7,311,468	6,590,988	720,480	10.9%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized					-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 2,348,070	\$ -	\$ 4,828,140	\$ -	\$ 7,311,468	\$ 6,590,988	\$ 720,480	10.9%

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

5% of Total Operating Appropriations \$ 112,403.50 \$ - \$ 241,407.00 \$ - \$ 356,755.20

Prior Year Adopted Appropriations Schedule

Secaucus Housing Authority

	<i>FY 2022 Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 188,020		\$ 180,620		\$ 368,640
Fringe Benefits	96,880		96,000		192,880
Legal	13,000		13,000		26,000
Staff Training	4,000		4,000		8,000
Travel	15,500		15,500		31,000
Accounting Fees	17,800		17,800		35,600
Auditing Fees	6,750		6,750		13,500
Miscellaneous Administration*	77,000		47,000		124,000
Total Administration	418,950	-	380,670	-	799,620
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	25,550		10,950		36,500
Salary & Wages - Maintenance & Operation	272,790		9,000		281,790
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	42,350				42,350
Fringe Benefits	164,940		5,000		169,940
Tenant Services	20,000				20,000
Utilities	393,500				393,500
Maintenance & Operation	472,500				472,500
Protective Services					-
Insurance	68,000		12,000		80,000
Payment in Lieu of Taxes (PILOT)	89,030				89,030
Terminal Leave Payments					-
Collection Losses	1,000				1,000
Other General Expense					-
Rents			3,900,000		3,900,000
Extraordinary Maintenance	100,000				100,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,649,660	-	3,936,950	-	5,586,610
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	57,043
Total Operating Appropriations	2,068,610	-	4,317,620	-	6,443,273
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	78,215
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	69,500				69,500
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	69,500	-	-	-	147,715
TOTAL APPROPRIATIONS	2,138,110	-	4,317,620	-	6,590,988
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,138,110	-	4,317,620	-	6,590,988
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,138,110	\$ -	\$ 4,317,620	\$ -	\$ 6,590,988

* 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	\$ 103,430.50	\$ -	\$ 215,881.00	\$ -	\$ 322,163.65
--------------------------------------	---------------	------	---------------	------	---------------

Debt Service Schedule - Principal

Sexaucus Housing Authority

If authority has no debt check this box:

	Date of Local Finance Board Approval	2022 (Adopted Budget)	2023 (Proposed Budget)	Fiscal Year Ending In					Total Principal Outstanding	
				2024	2025	2026	2027	2028		Thereafter
RAD Mortgage		\$ 57,043	\$ 58,894	\$ 61,225	\$ 63,432	\$ 65,721	\$ 67,910	\$ 70,099	\$ 1,411,145	\$ 1,798,426
TOTAL PRINCIPAL		\$ 57,043	\$ 58,894	\$ 61,225	\$ 63,432	\$ 65,721	\$ 67,910	\$ 70,099	\$ 1,411,145	\$ 1,798,426
LESS: HUD SUBSIDY										
NET PRINCIPAL		\$ 57,043	\$ 58,894	\$ 61,225	\$ 63,432	\$ 65,721	\$ 67,910	\$ 70,099	\$ 1,411,145	\$ 1,798,426

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

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

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Secaucus Housing Authority

If authority has no debt check this box:

	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding		
	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027		2028	Thereafter
RAD Mortgage	78,215	76,364	74,033	71,826	69,537	67,348	65,159	1,150,933	1,575,200
TOTAL INTEREST	78,215	76,364	74,033	71,826	69,537	67,348	65,159	1,150,933	1,575,200
LESS: HUD SUBSIDY									
NET INTEREST	\$ 78,215	\$ 76,364	\$ 74,033	\$ 71,826	\$ 69,537	\$ 67,348	\$ 65,159	\$ 1,150,933	\$ 1,575,200

Net Position Reconciliation

Secaucus Housing Authority
For the Period: April 01, 2023 to March 31, 2024

FY 2023 Proposed Budget

	Public Housing Management	Section 8	Housing		Other Programs	Total All Operations
			Voucher			
	\$ 6,021,918.00	\$ -	\$ 227,862	\$ -	\$ -	\$ 6,249,780
	5,489,016					5,489,016
	1,472,504					1,472,504
	(939,602)		227,862			(711,740)
	1,480,415		331,040			1,811,455
	1,520,978		184,321			1,705,299
	231,742		9,880			241,622
	2,293,533		753,103			3,046,636
	\$ 2,293,533	\$ -	\$ 753,103	\$ -	\$ -	\$ 3,046,636

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)
 Less: Invested in Capital Assets, Net of Related Debt (1)
 Less: Restricted for Debt Service Reserve (1)
 Less: Other Restricted Net Position (1)
 Total Unrestricted Net Position (1)
 Less: Designated for Non-Operating Improvements & Repairs
 Less: Designated for Rate Stabilization
 Less: Other Designated by Resolution
 Plus: Accrued Unfunded Pension Liability (1)
 Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)
 Plus: Estimated Income (Loss) on Current Year Operations (2)
 Plus: Other Adjustments (attach schedule)

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET
 Unrestricted Net Position Utilized to Balance Proposed Budget
 Unrestricted Net Position Utilized in Proposed Capital Budget
 Appropriation to Municipality/County (3)
 Total Unrestricted Net Position Utilized in Proposed Budget
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR
 (4)

(1) Total of all operations for this line item must agree to audited financial statements.
 (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
 (3) Amount may not exceed 5% of total operating appropriations. See calculation below.
 \$ 112,404 \$ - \$ 241,407 \$ - \$ 356,755
 Maximum Allowable Appropriation to Municipality/County
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2023

Secaucus Housing Authority

(Housing Authority Name)

**2023 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Secaucus Housing Authority

(Housing Authority Name)

Fiscal Year: April 01, 2023 to March 31, 2024

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Secaucus Housing Authority, on January 26, 2023.

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

Officer's Signature:	christopher@secaucusha.org
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

2023 CAPITAL BUDGET/PROGRAM MESSAGE

Secaucus Housing Authority

Fiscal Year: April 01, 2023 to March 31, 2024

Answer all questions below using the space provided.

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

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

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

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

4. If amounts are on Page CB-3 in the column "Debt Authorizations", indicate the primary source of funding the debt service for the Debt Authorizations (example - HUD).

N/A

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

Provide additional documentation as necessary.

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: 4/1/2023

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:

1/26/2023

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, 2024	
		<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	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)			
SECAUCUS HOUSING AUTHORITY			
f. Address (city, State, zip code)			
700 County Avenue, Secaucus, New Jersey 07094			
g. ACC Number		h. PAS/LOCCS Project No.	
NY-1001		NJ083-001/005	
j. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects	
275	3,300	3	

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Homebuyers Monthly Payments for:						
010	7710	Operating Expenses				
020	7712	Earned Home Payments Account				
030	7714	Nonroutine Maintenance Reserves				
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)				
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
Operating Receipts						
070	3110	Dwelling Rentals	\$423.88	\$1,398,800		
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)	\$423.88	\$1,398,800		
110	3610	Interest on General Fund Investments	\$4.50	\$14,850		
120	3690	Other Operating Receipts	\$34.39	\$113,500		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$462.77	\$1,527,150		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$48.70	\$160,700		
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	\$5.39	\$17,800		
190	4171	Auditing Fees	\$2.05	\$6,750		
200	4190	Other Administrative Expenses	\$23.33	\$77,000		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$89.32	\$294,750		
Tenant Services:						
220	4210	Salaries	\$8.27	\$27,300		
230	4220	Recreation, Publications and Other Services	\$3.03	\$10,000		
240	4230	Contract Costs, Training and Other	\$3.03	\$10,000		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$14.33	\$47,300		
Utilities:						
260	4310	Water	\$22.03	\$83,500		
270	4320	Electricity	\$72.55	\$239,400		
280	4330	Gas	\$14.88	\$89,200		
290	4340	Fuel	\$0.00	\$0		
300	4350	Labor	\$13.21	\$43,590		
310	4390	Other utilities expense	\$9.97	\$32,900		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$132.64	\$488,590		

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	\$79.21	\$261,400		
340	4420	Materials	\$30.30	\$100,000		
350	4430	Contract Costs	\$120.45	\$397,500		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$229.96	\$758,900		
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	\$21.97	\$72,500		
420	4520	Payments in Lieu of Taxes	\$27.58	\$91,020		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$89.09	\$294,010		
450	4570	Collection Losses	\$0.30	\$1,000		
460	4590	Other General Expense	\$71.29	\$235,260		
470	Total	General Expense (sum of lines 410 to 460)	\$210.23	\$693,790		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$676.48	\$2,283,330		
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	\$60.61	\$200,000		
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)	\$60.61	\$200,000		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$737.09	\$2,483,330		
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)	\$737.09	\$2,483,330		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$274.32)	(\$956,180)		
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	\$322.10	\$1,048,896		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$322.10	\$1,048,896		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$322.10	\$1,048,896		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$322.10	\$1,048,896		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	\$47.78	\$92,716		

Name of PHA / IHA SECAUCUS HOUSING AUTHORITY		Fiscal Year Ending MARCH 31, 2024
--	--	---

		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	\$1,141,665	

		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, 2021	(\$939,602)
790		Provision for Operating Reserve - Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE	MARCH 31, 2023	\$171,740
		<input type="checkbox"/> Actual for FYE	MARCH 31, 2023	
800		Operating Reserve at End of Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE	MARCH 31, 2023	(\$767,862)
		<input type="checkbox"/> Actual for FYE	MARCH 31, 2023	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE	MARCH 31, 2024	
		Enter Amount from Line 700		\$92,716
820		Operating Reserve at End of Requested Budget Year Estimated for FYE	MARCH 31, 2024	
		(Sum of lines 800 and 810)		(\$575,146)
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. 2517-0026 (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, 2024

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/ 2023 equals 116,032 divided by 271 occupied units = \$428.16 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 423.9 times 3,300 Unit Months Available

equals \$1,398,804

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 1.50%
 equals \$14,850 which is \$4.50 PUM times 3,300 Unit Months Available
 equals \$14,850

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:	\$65,000	N/A, as long as Notice PIH 96-24 in effect		equals \$65,000
Late Charges in the amount of:	\$5,000	N/A, as long as Notice PIH 96-24 in effect		equals \$5,000
PATRIOT COMMONS MGMT.	\$43,500	(CARRIED OVER)		equals \$43,500
	\$0			0
	<u>\$113,500</u>			<u>\$113,500</u>
			PUM equals	\$34.39

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)	7	6.25	\$160,700		\$0	\$223,990
Administration—Technical Salaries (1)						
Ordinary Maintenance and Operation—Labor (1)	6	6.00	\$261,400			
Utilities—Labor (1)			\$42,350			
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: \$100,000

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	\$175,000		
Office Eqpt. Maintenance	\$15,000	TOTAL CONTRACTS:	\$397,500
Cleaning Contract	55,000		
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	\$61,000	5,000	66,000
WORKER'S COMP.EMPLOY. PRACT.	\$5,000	5,000	10,000
CYBER COVERAGE	\$6,500	6,500	13,000
	\$0		
	\$0		
	\$0		
TOTAL INSURANCE:	\$72,500	16,500	89,000

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:	<u>7.65% X Total Payroll of</u>	<u>\$491,750</u>	equals:	<u>\$37,619 per year</u>
			equals	\$190,000 per year
Retirement:	<u>12.50% X Total Payroll of</u>	<u>\$491,750</u>	equals:	<u>\$61,489 per year</u>
Unemployment:	<u>1.00% times 1st</u>	<u>\$37,000 /person \$</u>	<u>491,750 equals</u>	<u>\$4,918 per year</u>
			TOTAL BENEFITS:	\$294,006

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 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, 2024
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(1) Description	(2) Total	(3) Management	(4) Development	(5) Section B	(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	\$35,600	\$17,800	\$0	\$17,800	\$0
8 Auditing	\$13,500	\$6,750	\$0	\$6,750	\$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.)	\$15,000	\$7,500	\$0	\$7,500	\$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	\$124,000	\$77,000	\$0	\$47,000	\$0
18 Total Administration Expense Other Than Salaries	\$238,100	\$134,050	\$0	\$104,050	\$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
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 Report 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 (2577-0226), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

OMB Approval No. 2577-0226 (Exp. 6/30/2001)

Fiscal Year Ending

MARCH 31, 2024

SECAUCUS HOUSING AUTHORITY

SECAUCUS, NEW JERSEY

Locality

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)	
EXTRAORDINARY MAINTENANCE										
EH 23-1	1) Interior Painting	NJ 083	\$200,000	100%	\$200,000	100%				
	2)				\$0					\$0
	3)				\$0					\$0
	4)				\$0					\$0
	5)				\$0					\$0
	TOTAL EXTRAORDINARY MAINTENANCE:									
					\$200,000					\$0
RE 95-1	REPLACEMENT OF EQUIPMENT									
	1)									\$0
	2)									\$0
	3)									\$0
	4)									\$0
	5)									\$0
	TOTAL REPLACEMENT:									
										\$0
BA 95-1	BETTERMENTS & ADDITIONS									
	1)									\$0
	2)									\$0
	3)									\$0
	4)									\$0
	5)									\$0
	TOTAL BETTERMENTS & ADDITIONS:									
										\$0

**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	Position Title By Organizational Unit and Function	Present Salary Rate As of (date) 03/31/23	Locality		SECAUCUS, NEW JERSEY										Allocation of Salaries by Program	Method of Allocation (12)	Date
			SECAUCUS HOUSING AUTHORITY		Requested Budget Year		Estimated Payment		Management	Modernization CAPITAL	Development	Section & Programs	Other Programs	Longevity			
			(1a)	(1b)	(3)	(4)	(5)	(6)									
ADMINISTRATION:																	
1) Executive Director C. MARRA		\$120,480	\$125,310	12	\$82,660	\$0	\$0	\$0	\$0	\$0	\$82,660						
2) ADMINISTRATIVE ASSISTANT F. PEIN		\$70,610	\$73,080	12	\$58,460	\$0	\$0	\$0	\$0	\$0	\$14,620						
3) PBV COORDINATOR T. WEINBRECHT		\$67,870	\$70,140	12	\$35,070	\$0	\$0	\$0	\$0	\$0	\$35,070						
4) HCV ADMINISTRATOR L. FANNING		\$65,860	\$70,140	12	\$0	\$0	\$0	\$0	\$0	\$0	\$70,140						
5) HCV SPECIALIST A. OLIVEROS		\$35,000	\$37,000	12	\$0	\$0	\$0	\$0	\$0	\$0	\$37,000						
6) IT TECH		\$9,020	\$9,020	12	\$4,510	\$0	\$0	\$0	\$0	\$0	\$4,510						
7) IT TECH		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
8) IT TECH		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
9) IT TECH		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
TOTAL ADMINISTRATION			\$384,690		\$160,700	\$0	\$0	\$0	\$0	\$0	\$223,990			\$0			
TENANT SERVICES																	
1) RESIDENT SERVICES COORDINATOR T. OGUENDO		\$36,500	\$39,000	12	\$27,300	\$0	\$0	\$0	\$0	\$0	\$11,700						
2) RESIDENT SERVICES COORDINATOR		\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
3) RESIDENT SERVICES COORDINATOR		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
4) RESIDENT SERVICES COORDINATOR		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
TOTAL TENANT SERVICES			\$39,000		\$27,300	\$0	\$0	\$0	\$0	\$0	\$11,700			\$0			
UTILITY LABOR																	
1) VARIOUS ALLOCATIONS		\$45,500	\$43,590	12	\$43,590	\$0	\$0	\$0	\$0	\$0	\$43,590						
2) VARIOUS ALLOCATIONS		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
3) VARIOUS ALLOCATIONS		\$0	\$0	12	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
TOTAL UTILITY LABOR			\$43,590		\$43,590	\$0	\$0	\$0	\$0	\$0	\$43,590						
NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.																	

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3720, 3902)

Executive Director or Designated Official

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

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

OMB Approval No. 2577-0026 (Exp. 6/30/01)

Name of Housing Authority		SECAUCUS, NEW JERSEY										Fiscal Year End			
SECAUCUS HOUSING AUTHORITY		SECAUCUS, NEW JERSEY										MARCH 31, 2024			
(1) By Organizational Unit and Function	(2) Present Salary Rate As of (date) 03/31/23	Requested Budget Year			Management/Modernization			Development			Allocation of Salaries by Program				
		(3) Salary Rate	(4) No. Months	(5) Estimated Payment Amount	(6) Management/Modernization	(7) Development	(8) UTILITY LABOR	(9) Section & Programs	(10) Other Programs	(11) Longevity	(12) Method of Allocation				
MAINTENANCE STAFF:															
1) WORKING MAINTENANCE SUPERVISOR J. JUNEWICZ	\$89,280	\$92,410	12	\$92,410	\$73,930	\$18,480									
2) MAINTENANCE WORKER R. GALLO	\$80,760	\$83,580	12	\$83,580	\$66,870	\$16,710									
3) MAINTENANCE TECH J. RODRIGUEZ	\$41,700	\$42,000	12	\$42,000	\$37,800	\$4,200									
4) MAINTENANCE TECH QUINONES	\$41,700	\$42,000	12	\$42,000	\$37,800	\$4,200		\$0							
5) OVERTIME AND ON CALL	\$54,000	\$54,000	12	\$54,000	\$45,000			\$8,000							
6)		\$0	12	\$0	\$0										
TOTAL MAINTENANCE LABOR		\$313,990		\$313,990	\$261,400	\$43,590	\$0	\$8,000	\$0	\$0	\$0				
<p>To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729.3002)</p>													<p>Executive Director or Designated Official</p>		
<p>NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.</p>													<p>Date</p>		