

State Filing Year

2017

ADOPTED COPY

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

Start Year

End Year

2017

2017

Fiscal Year

Authority Budget of:

Phillipsburg Housing Authority

For the Period:

July 1, 2017

to

June 30, 2018

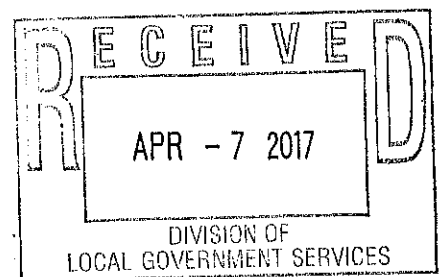
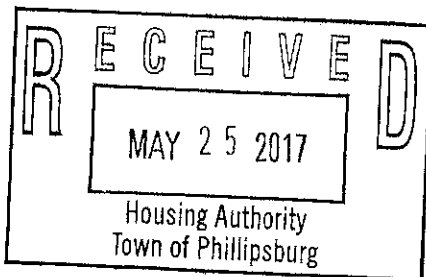
www.phillipsburgha.com

Authority Web Address

Department Of



**Community
Affairs**



Division of Local Government Services

2017 HOUSING AUTHORITY BUDGET

Certification Section

2017

Phillipsburg Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM July 1, 2017 TO June 30, 2018

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 4/24/2017

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 5/22/2017

2017 PREPARER'S CERTIFICATION

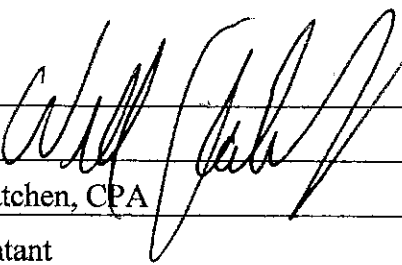
Phillipsburg Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7/1/2017 TO: 6/30/2018

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

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

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

2017 APPROVAL CERTIFICATION

Phillipsburg Housing Authority (Name)

HOUSING AUTHORITY BUDGET


**FISCAL
YEAR:**

FROM:7/1/2017

TO:6/30/2018

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 Phillipsburg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 1 day of March, 2017.

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:	Paul Rummerfield		
Title:	Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	prummerfield@phillipsburgha.com		

INTERNET WEBSITE CERTIFICATION

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

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

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

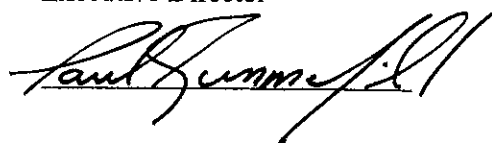
Name of Officer Certifying compliance

Paul Rummerfield

Title of Officer Certifying compliance

Executive Director

Signature



2017 AUTHORITY BUDGET RESOLUTION #1472

Housing Authority of the Town of Phillipsburg

FISCAL YEAR: FROM: 7/1/2017 TO: 6/30/2018

WHEREAS, the Annual Budget and Capital Budget for the Phillipsburg Housing Authority for the fiscal year beginning, July 1, 2017 and ending, June 30, 2018 has been presented before the governing body of the Phillipsburg Housing Authority at its open public meeting of March 1, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ \$4,795,900, Total Appropriations, including any Accumulated Deficit if any, of \$ 4,636,550 and Total Unrestricted Net Position utilized of _____-0-_____ ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$570,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ _____-0-_____ ; and

WHEREAS, the schedule of rates, 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 Phillipsburg Housing Authority, at an open public meeting held on March 1, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning, 7/1/2017 and ending, 6/30/18 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 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 Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on May 3, 2017.

Paul Summell
 (Secretary's Signature)

 3/9/17
 (Date)

Governing Body	Recorded Vote			
MEMBER	AYE	NAY	ABSTAIN	ABSENT
Ann Baptista				√
Cecile Franceschino	√			
John Korp	√			
Robert Larsen	√			
Philip Mugavero	√			
Bianca Scerbo	√			
Michael Swick	√			

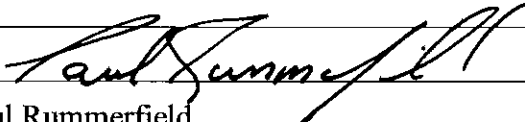
2017 ADOPTION CERTIFICATION

Phillipsburg Housing Authority (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7/1/2017 TO: 6/30/2018

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Phillipsburg Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 3rd day of, May, 2017.

Officer's Signature:			
Name:	Paul Rummerfield		
Title:	Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	(908) 859-0122, Ext. 101	Fax Number:	(908) 454-8267
E-mail address	prummerfield@phillipsburgha.com		

2017 ADOPTED BUDGET RESOLUTION # 1494

Housing Authority of the Town of Phillipsburg

FISCAL YEAR: FROM: 7/1/2017 TO: 6/30/2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Phillipsburg Housing Authority for the fiscal year beginning July 1, 2017 and ending, June 30, 2018 has been presented for adoption before the governing body of the Phillipsburg Housing Authority at its open public meeting of May 3, 2017; and

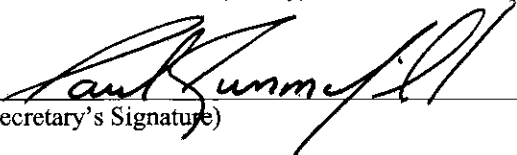
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,795,900, Total Appropriations, including any Accumulated Deficit, if any, of \$4,636,550 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$570,000 and Total Unrestricted Net Position planned to be utilized of \$ -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Phillipsburg Housing Authority, at an open public meeting held on May 3, 2017 that the Annual Budget and Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning, July 1, 2017 and, ending, June 30, 2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


 (Secretary's Signature)

5/3/17
 (Date)

Governing Body

Recorded Vote

MEMBER	AYE	NAY	ABSTAIN	ABSENT
Ann Baptista	✓			
Cecile Franceschino	✓			
John Korp	✓			
Robert Larsen				✓
Philip Mugavero	✓			
Bianca Scerbo	✓			
Michael Swick	✓			

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Phillipsburg Housing Authority
(Name)

AUTHORITY BUDGET

FISCAL
YEAR:

FROM: 7/1/2017

TO: 6/30/2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 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). **The budget is similar to the current year's with increases in excess utility income due to increased use of the program by tenants and follow up on tenant participation. HUD funding is projected to be lower based on reduced utility cost funding. In appropriations utility costs based on lower rates is projected to be lower and PILOT is projected to be higher based on lower utility costs.**

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. **The proposed budget except for increase in excess utility charges is not expected to impact tenant rents as they are primarily set by HUD formula.**

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

The local economy is stable and not expected to have an impact the proposed budget.

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

Unrestricted Net Position is not expected to be utilized.

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.

6. The proposed budget must not reflect an anticipated deficit from 2017 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**)

N/A.

HOUSING AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Phillipsburg Housing Authority		
Federal ID Number:	22-6002516		
Address:	530 Heckman Street		
City, State, Zip:	Phillipsburg	NJ	08865
Phone: (ext.)	908-859-0122	Fax:	908-859-1574

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

Chief Executive Officer:	Paul Rummerfield, Executive Director		
Phone: (ext.)	908-859-0122	Fax:	908-859-1574
E-mail:	prummerfield@phillipsburgha.com		

Chief Financial Officer:	Thomas McGuire		
Phone: (ext.)	908-859-0122	Fax:	908-859-1574
E-mail:	tmcguire@phillipsburgha.com		

Name of Auditor:	Michael Maurice, CPA		
Name of Firm:	Polcari and Company		
Address:	Suite H, 2035 Hamburg Turnpike		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	mike@polcarico.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Phillipsburg Housing Authority
(Name)

FISCAL
YEAR:

FROM: 7/1/2017

TO: 6/30/2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 32
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$ 1,383,299
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (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. Review by Board and HUD required comparability study.

- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes 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. Board meetings pizza and sandwiches totaling- \$876.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 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.

Date		Organization	Cost
Mar-16	CommissionerS	NJNAHRO	1045
Mar-16	Executive Director	NJNAHRO	317
Mar-16	Director of Finance	NJNAHRO	356
Sep-16	Executive Director	NJAHRA	1171
Sep-16	Director of Finance	NJAHRA	852
Nov-16	Executive Director	NJAHRO	1374
Nov-16	Director of Finance	NJAHRO	927
Nov-16	Commissioner	NJAHRO	240

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

Phillipsburg Housing Authority
(Name)

**FISCAL
YEAR:**

FROM:7/1/2017

TO:6/30/2018

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

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

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

For the Period July 1, 2017 to June 30, 2018
 Phillipsburg Housing Authority

Reportable Compensation from Authority (W-2/ 1099)

Nerne	Title	Average Hours per Week Dedicated to Position	Position	Former Highest Compensated Employee	Key Employee	Officer	Commissioner	Base Salary/ Stipend	Bonus	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 Position at Other Public Entities Listed in Column O	Reprotable 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	
																			None
1 John Korp	Chairperson						X												0
2 Cecile Franceschino	Vice Chairperson						X												0
3 Ann Baptista	Commissioner						X												0
4 Robert Larsen	Commissioner						X												0
5 Phil Miguavero	Commissioner						X												61,166
6 Blanca Scerbo	Commissioner						X												76,294
7 Michael Swick	Commissioner						X												183,622
8 Paul Rummierfield	Executive Director	35			X			160,274		56,096		216,370							216,370
9 Thomas McGuire	Director of Finance	35			X			69,290		24,151		93,541							93,541
10																			0
11																			0
12																			0
13																			0
14																			0
15																			0
Total:								\$ 229,564	\$	\$ 80,347	\$	\$ 309,911					\$ 254,471	\$ 66,511	\$ 630,893

(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

Phillipsburg Housing Authority

For the Period July 1, 2017 to June 30, 2018

	# 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)	
	Proposed Budget	Actual	Proposed Budget	Actual	Proposed Budget	Actual	Current Year	Current Year	Current Year	Current Year	Cost	Cost	Current Year	Current Year
Active Employees - Health Benefits - Annual Cost														
Single Coverage	2	1	\$ 11,862	\$ 23,724	\$ 23,724	\$ 23,724	3	3	\$ 11,873	\$ 35,619	\$ (11,895)	-33.4%	#DIV/0!	
Parent & Child	1	6	21,232	142,332	142,332	142,332	4	4	23,745	94,980	47,352	49.9%	#DIV/0!	
Employee & Spouse (or Partner)	6	8	23,722	264,744	264,744	264,744	10	10	33,126	331,260	(66,516)	-20.1%	#DIV/0!	
Family	8	17	33,093	(72,460)	(72,460)	(72,460)	17	17		(71,032)	(1,428)	2.0%	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)														
Subtotal	17	22	379,572	501,378	501,378	501,378	22	22		390,827	(11,255)	-2.9%	#DIV/0!	
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					0	0						#DIV/0!
Retirees - Health Benefits - Annual Cost														
Single Coverage	1	3	16,733	63,573	63,573	63,573	1	1	15,404	15,404	1,329	8.6%	#DIV/0!	
Parent & Child	3	1	21,191	41,500	41,500	41,500	3	3	19,841	59,523	4,050	6.8%	#DIV/0!	
Employee & Spouse (or Partner)	1	5	41,500	121,806	121,806	121,806	1	1	38,202	38,202	3,298	8.6%	#DIV/0!	
Family	5	22					5	5		113,129	8,677	7.7%	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)														
Subtotal	5	22	121,806	501,378	501,378	501,378	22	22		503,956	(2,578)	-0.5%	#DIV/0!	
GRAND TOTAL														

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box) Yes No

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box) Yes No

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

Schedule of Accumulated Liability for Compensated Absences

Phillipsburg Housing Authority

For the Period

July 1, 2017

to

June 30, 2018

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
See attached		\$ 281,963	X		
Total liability for accumulated compensated absences at beginning of current year:		\$ 281,963			

The total amount should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Phillipsburg Housing Authority

June 30, 2018

July 1, 2017

For the Period

to

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

If No Shared Services X this Box

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Phillipsburg Housing Authority
 July 1, 2017 to June 30, 2018

For the Period

	FY 2017 Proposed Budget				FY 2016 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	
REVENUES							
Total Operating Revenues	\$ 4,762,200	\$ -	\$ -	\$ -	\$ 4,762,200	\$ 4,852,263	-1.9%
Total Non-Operating Revenues	33,700	-	-	-	33,700	-	0.0%
Total Anticipated Revenues	4,795,900	-	-	-	4,795,900	4,885,963	-1.8%
APPROPRIATIONS							
Total Administration	1,392,400	-	-	-	1,392,400	1,363,900	2.1%
Total Cost of Providing Services	3,244,150	-	-	-	3,244,150	3,408,740	-4.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	4,636,550	-	-	-	4,636,550	4,772,640	-2.9%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,636,550	-	-	-	4,636,550	4,772,640	-2.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,636,550	-	-	-	4,636,550	4,772,640	-2.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ 159,350	\$ -	\$ -	\$ -	\$ 159,350	\$ 113,323	40.6%

Revenue Schedule

Phillipsburg Housing Authority
 For the Period July 1, 2017 to June 30, 2018

	FY 2017 Proposed Budget				FY 2016 Adopted Budget			\$ Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations
OPERATING REVENUES									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	2582370				2,582,370	2,521,080	61,290	2.4%	
Excess Utilities	73600				73,600	30,550	43,050	140.9%	
Non-Dwelling Rental								#DIV/0!	
HUD Operating Subsidy	1756230				1,756,230	1,950,633	(194,403)	-10.0%	
New Construction - Acc Section 8								#DIV/0!	
Voucher - Acc Housing Voucher								#DIV/0!	
Total Rental Fees	4,412,200				4,412,200	4,502,263	(90,063)	-2.0%	
<i>Other Operating Revenues (List)</i>									
Tenant Charges	7000				7,000	7,000		0.0%	
Cell phone and antenna rentals	93000				93,000	93,000		0.0%	
CFP prorations and reimbursements	250000				250,000	250,000		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	350,000				350,000	350,000		0.0%	
Total Operating Revenues	4,762,200				4,762,200	4,852,263	(90,063)	-1.9%	
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	33,700				33,700	33,700		0.0%	
Penalties								#DIV/0!	
Other								#DIV/0!	
Total Interest	33,700				33,700	33,700		0.0%	
Total Non-Operating Revenues	33,700				33,700	33,700		0.0%	
TOTAL ANTICIPATED REVENUES	\$ 4,795,900	\$ -	\$ -	\$ -	\$ 4,795,900	\$ 4,885,963	\$ (90,063)	-1.8%	

Prior Year Adopted Revenue Schedule

Phillipsburg Housing Authority

FY 2016 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	2,521,080				2,521,080
Excess Utilities	30,550				30,550
Non-Dwelling Rental					-
HUD Operating Subsidy	1,950,633				1,950,633
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	4,502,263	-	-	-	4,502,263
<i>Other Revenue (List)</i>					
Tenant Charges	7000				7,000
Cell phone and antenna rentals	93000				93,000
CFP prorations\reimbursements	250000				250,000
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)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	350,000	-	-	-	350,000
Total Operating Revenues	4,852,263	-	-	-	4,852,263
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned	33,700				33,700
Penalties					-
Other					-
Total Interest	33,700	-	-	-	33,700
Total Non-Operating Revenues	33,700	-	-	-	33,700
TOTAL ANTICIPATED REVENUES	\$ 4,885,963	\$ -	\$ -	\$ -	\$ 4,885,963

Appropriations Schedule

Phillipsburg Housing Authority
 For the Period July 1, 2017 to June 30, 2018

	FY 2017 Proposed Budget				FY 2016 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	697,280				\$ 697,280	\$ 686,760	\$ 10,520	1.5%
Fringe Benefits	449,620				449,620	431,640	17,980	4.2%
Legal	50,000				50,000	50,000	-	0.0%
Staff Training	10,000				10,000	10,000	-	0.0%
Travel	35,000				35,000	35,000	-	0.0%
Accounting Fees	40,000				40,000	40,000	-	0.0%
Auditing Fees	7,500				7,500	7,500	-	0.0%
Miscellaneous Administration*	103,000				103,000	103,000	-	0.0%
Total Administration	1,392,400	-	-	-	1,392,400	1,363,900	28,500	2.1%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	803,590				803,590	788,800	14,790	1.9%
Salary & Wages - Protective Services	-				-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-				-	-	-	#DIV/0!
Fringe Benefits	527,810				527,810	521,830	5,980	1.1%
Tenant Services	15,000				15,000	15,000	-	0.0%
Utilities	1,073,500				1,073,500	1,291,050	(217,550)	-16.9%
Maintenance & Operation	376,000				376,000	376,000	-	0.0%
Protective Services	-				-	-	-	#DIV/0!
Insurance	265,000				265,000	265,000	-	0.0%
Payment in Lieu of Taxes (PILOT)	158,250				158,250	126,060	32,190	25.5%
Terminal Leave Payments	-				-	-	-	#DIV/0!
Collection Losses	25,000				25,000	25,000	-	0.0%
Other General Expense	-				-	-	-	#DIV/0!
Rents	-				-	-	-	#DIV/0!
Extraordinary Maintenance	-				-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-				-	-	-	#DIV/0!
Property Betterment/Additions	-				-	-	-	#DIV/0!
Miscellaneous COPS*	-				-	-	-	#DIV/0!
Total Cost of Providing Services	3,244,150	-	-	-	3,244,150	3,408,740	(164,590)	-4.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	4,636,550	-	-	-	4,636,550	4,772,640	(136,090)	-2.9%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve	-				-	-	-	#DIV/0!
Renewal & Replacement Reserve	-				-	-	-	#DIV/0!
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other Reserves	-				-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	4,636,550	-	-	-	4,636,550	4,772,640	(136,090)	-2.9%
ACCUMULATED DEFICIT	-				-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,636,550	-	-	-	4,636,550	4,772,640	(136,090)	-2.9%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other	-				-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 4,636,550	\$ -	\$ -	\$ -	\$ 4,636,550	\$ 4,772,640	\$ (136,090)	-2.9%

* 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 \$ 231,827.50 \$ - \$ - \$ - \$ 231,827.50

Prior Year Adopted Appropriations Schedule

Phillipsburg Housing Authority

FY 2016 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 686,760				\$ 686,760
Fringe Benefits	431,640				431,640
Legal	50,000				50,000
Staff Training	10,000				10,000
Travel	35,000				35,000
Accounting Fees	40,000				40,000
Auditing Fees	7,500				7,500
Miscellaneous Administration*	103,000				103,000
Total Administration	1,363,900	-	-	-	1,363,900
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	788,800				788,800
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	521,830				521,830
Tenant Services	15,000				15,000
Utilities	1,291,050				1,291,050
Maintenance & Operation	376,000				376,000
Protective Services					-
Insurance	265,000				265,000
Payment in Lieu of Taxes (PILOT)	126,060				126,060
Terminal Leave Payments					-
Collection Losses	25,000				25,000
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	3,408,740	-	-	-	3,408,740
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	4,772,640	-	-	-	4,772,640
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	4,772,640	-	-	-	4,772,640
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,772,640	-	-	-	4,772,640
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 4,772,640	\$ -	\$ -	\$ -	\$ 4,772,640

* 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	\$ 238,632.00	\$ -	\$ -	\$ -	\$ 238,632.00
--------------------------------------	---------------	------	------	------	---------------

Debt Service Schedule - Principal

Phillipsburg Housing Authority

If Authority has no debt X this box

X

	Fiscal Year Ending in							Total Principal Outstanding
	Proposed Budget Year 2017	2018	2019	2020	2021	2022	Thereafter	
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
TOTAL PRINCIPAL								
LESS: HUD SUBSIDY								
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

Debt Service Schedule - Interest
Phillipsburg Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in					Total Interest Payments Outstanding		
	Proposed Budget Year 2017	2018	2019	2020	2021		2022	Thereafter
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY								
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Phillipsburg Housing Authority

For the Period July 1, 2017 to June 30, 2018

FY 2017 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 20,074,502	\$ -	\$ -	\$ -	\$ 20,074,502
	13,902,258				13,902,258
	920,035				920,035
	5,252,209				5,252,209
	4,037,904				4,037,904
	650,412				650,412
	113,323				113,323
	10,053,848				10,053,848
	-				-
	-				-
	-				-
	-				-
	10,053,848				10,053,848

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) \$ 10,053,848 \$ - \$ - \$ - \$ - \$ 10,053,848

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

\$ 231,828 \$ - \$ - \$ - \$ - \$ 231,828

(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.

2017
Phillipsburg
Housing Authority
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

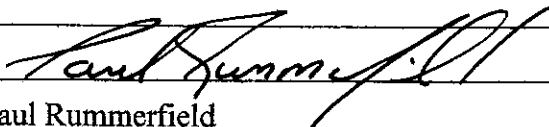
Phillipsburg Housing Authority
(Name)

FISCAL YEAR: FROM:7/1/2017 TO:6/30/2018

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 Phillipsburg Housing Authority, on the 1 day of March, 2017.

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:	Paul Rummerfield		
Title:	Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	prummerfield@phillipsburgha.com		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Phillipsburg Housing Authority

(Name)

**FISCAL
YEAR:**

FROM:7/1/2017

TO:6/30/2018

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

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

Add additional sheets if necessary.

Proposed Capital Budget

Phillipsburg Housing Authority
 For the Period July 1, 2017 to June 30, 2018

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources	
<i>Public Housing Management</i>						
Management Improvements, a\e fes	\$ 130,000				\$ 130,000	
Dwelling Structures	350,000				350,000	
Site Improvements	50,000				50,000	
Dwelling\Nondwell. Eqpt.	40,000				40,000	
Total	570,000	-	-	-	570,000	
<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 PROPOSED CAPITAL BUDGET	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000	\$ -

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

5 Year Capital Improvement Plan

Phillipsburg Housing Authority
 For the Period July 1, 2017 to June 30, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2017	2018	2019	2020	2021	2022
<i>Public Housing Management</i>							
Management Improvements, a\	\$ 780,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Dwelling Structures	2,100,000	350,000	350,000	350,000	350,000	350,000	350,000
Site Improvements	300,000	50,000	50,000	50,000	50,000	50,000	50,000
Dwelling\Nondwell. Eqpt.	240,000	40,000	40,000	40,000	40,000	40,000	40,000
Total	<u>3,420,000</u>	<u>570,000</u>	<u>570,000</u>	<u>570,000</u>	<u>570,000</u>	<u>570,000</u>	<u>570,000</u>
<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	<u>\$ 3,420,000</u>	<u>\$ 570,000</u>	<u>\$ 570,000</u>	<u>\$ 570,000</u>	<u>\$ 570,000</u>	<u>\$ 570,000</u>	<u>\$ 570,000</u>

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

Phillipsburg Housing Authority

For the Period

July 1, 2017

to

June 30, 2018

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Management Improvements, a ¹	\$ 780,000				\$ 780,000	
Dwelling Structures	2,100,000				2,100,000	
Site Improvements	300,000				300,000	
Dwelling\Nondwell. Eqpt.	240,000				240,000	
Total	3,420,000	-	-	-	3,420,000	-
<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	\$ 3,420,000	\$ -	\$ -	\$ -	\$ 3,420,000	\$ -
Total 5 Year Plan per CB-4	\$ 3,420,000					

Balance check - *If amount is other than zero, verify that projects listed above match projects listed on CB-4.*

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

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: Phillipsburg
PHA Fiscal Year Beginning: 7/1/2017

PHA Code: N50 x 4
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):

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

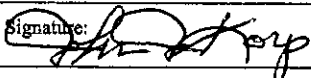
DATE
5/1/2017

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: <u>JOHN J. KOPF</u>	Signature: 	Date:
---	---	-------

Operating Budget

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

See page four for instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending	
<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		JUNE 30, 2018	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)			
PHILLIPSBURG HOUSING AUTHORITY			
f. Address (city, State, zip code)			
530 HECKMAN STREET, PHILLIPSBURG, NEW JERSEY 08865			
g. ACC Number		h. PAS/LOCCS Project No.	
NY-437		NJ024	

j. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects
678	6,864	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)
Homebuyers Monthly Payments for:						
010	7710	Operating Expenses				
020	7712	Eamed 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	\$376.22	\$2,582,370		
080	3120	Excess Utilities	\$10.72	\$73,600		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$386.94	\$2,655,970		
110	3610	Interest on General Fund Investments	\$4.91	\$33,700		
120	3690	Other Operating Receipts	\$50.99	\$350,000		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$442.84	\$3,039,670		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$101.59	\$697,280		
150	4130	Legal Expense	\$7.28	\$50,000		
160	4140	Staff Training	\$1.46	\$10,000		
170	4150	Travel	\$5.10	\$35,000		
180	4170	Accounting Fees	\$5.83	\$40,000		
190	4171	Auditing Fees	\$1.09	\$7,500		
200	4190	Other Administrative Expenses	\$15.01	\$103,000		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$137.36	\$942,780		
Tenant Services:						
220	4210	Salaries	\$0.00	\$0		
230	4220	Recreation, Publications and Other Services	\$2.19	\$15,000		
240	4230	Contract Costs, Training and Other	\$0.00	\$0		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$2.19	\$15,000		
Utilities:						
260	4310	Water	\$28.82	\$197,830		
270	4320	Electricity	\$69.46	\$476,800		
280	4330	Gas	\$38.53	\$294,470		
290	4340	Fuel	\$19.58	\$134,400		
300	4350	Labor	\$0.00	\$0		
310	4390	Other utilities expense	\$0.00	\$0		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$156.39	\$1,073,500		

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	\$117.07	\$803,590		
340	4420	Materials	\$23.31	\$160,000		
350	4430	Contract Costs	\$31.47	\$215,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$171.85	\$1,179,590		
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	\$38.61	\$265,000		
420	4520	Payments in Lieu of Taxes	\$23.05	\$158,250		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$142.40	\$977,430		
450	4570	Collection Losses	\$3.64	\$25,000		
460	4590	Other General Expense	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$207.71	\$1,425,680		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$675.50	\$4,636,550		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
Nonroutine Expenditures:						
510	4610	Extraordinary Maintenance	\$0.00	\$0		
520	7520	Replacement of Nonexpendable Equipment	\$0.00	\$0		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$0.00	\$0		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$675.50	\$4,636,550		
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)	\$675.50	\$4,636,550		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$232.66)	(\$1,596,880)		
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)	\$301.01	\$2,066,153		
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Other (specify):		(\$309,923)		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	(\$309,923)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$301.01	\$1,756,230		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$301.01	\$1,756,230		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	\$68.35	\$159,350		

Name of PHA / IHA PHILLIPSBURG HOUSING AUTHORITY	Fiscal Year Ending JUNE 30, 2018
---	-------------------------------------

		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	\$2,318,275	

780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): JUNE 30, 2016	\$5,252,209	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2017 <input type="checkbox"/> Actual for FYE JUNE 30, 2017	\$113,323	
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2017 <input type="checkbox"/> Actual for FYE JUNE 30, 2017	\$5,365,532	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE JUNE 30, 2018 Enter Amount from Line 700	\$159,350	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE JUNE 30, 2018 (Sum of lines 800 and 810)	\$5,524,882	
830		Cash Reserve Requirement: 0% % of line 480	\$0	

Comments

PHA / IHA Approval

Name Paul Rummerfield
 Title Executive Director
 Signature Paul Rummerfield

Date 3/9/17

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. 8/30/01)

Name of Housing Authority PHILIPSBURG HOUSING AUTHORITY	Locality PHILIPSBURG, NEW JERSEY	Fiscal Year End JUNE 30, 2018	Allocation of Salaries by Program										
			Requested Budget Year		Management/Modernization CFP		Development	Section 8 Programs	Other Programs	Longevity	COCC	AMP1	Method of Allocation AMP2
			No. Months	Estimated Payment Amount	Management/Modernization CFP	Development							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
ADMINISTRATION:													
1) Executive Director P. RUMMERFIELD	\$160,240	\$161,300	12	\$161,300	\$161,300		\$0	\$0	\$0			\$161,300	
2) BOOKKEEPER T. MCQUIRE	\$71,490	\$72,920	12	\$72,920	\$72,920		\$0	\$0	\$0			\$72,920	
3) ADMINISTRATIVE ASSISTANT J. TERSIGNI	\$59,030	\$60,210	12	\$60,210	\$60,210		\$0	\$0	\$0			\$60,210	
4) ACCOUNT CLERK TYPIST P. BURNETTI	\$47,210	\$48,160	12	\$48,160	\$48,160		\$0	\$0	\$0			\$48,160	
5) TENANT INTERVIEWER P. VAN CAMP	\$47,210	\$48,160	12	\$48,160	\$48,160		\$0	\$0	\$0			\$48,160	
6) TENANT INTERVIEWER W. BICKELMAN	\$47,210	\$48,160	12	\$48,160	\$48,160		\$0	\$0	\$0			\$48,160	
7) TENANT INTERVIEWER J. RAPEL	\$38,610	\$39,390	12	\$39,390	\$39,390		\$0	\$0	\$0			\$39,390	
8) PROJECT MANAGER B. HIROSKY	\$72,740	\$74,200	12	\$74,200	\$74,200		\$0	\$0	\$0			\$74,200	
9) PROJECT MANAGER K. DEGERALMO	\$88,020	\$89,780	12	\$89,780	\$89,780		\$0	\$0	\$0			\$89,780	
10) ADMINISTRATIVE OVERTIME AND PARTIME, SEASONAL EMPLOYEES	\$10,000	\$10,000	12	\$10,000	\$10,000		\$0	\$0	\$0			\$10,000	
11) INVENTORY CONTROL/PROCUREMENT	\$0	\$45,000	12	\$45,000	\$45,000		\$0	\$0	\$0			\$45,000	
TENANT SERVICES													
1)	\$641,760	\$697,280		\$697,280	\$697,280		\$0	\$0	\$0			\$697,280	
2)													
3)													
TOTAL TENANT SERVICES				\$0	\$0		\$0	\$0	\$0			\$0	
UTILITY LABOR													
1)				\$0	\$0		\$0	\$0	\$0			\$0	
2)				\$0	\$0		\$0	\$0	\$0			\$0	
3)				\$0	\$0		\$0	\$0	\$0			\$0	
TOTAL UTILITY LABOR				\$0	\$0		\$0	\$0	\$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.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (16 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729-3802)

Executive Director (Designated Official)
Tand Sumner Date 3/9/17

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

vacation form HUD-52566 (3/05) ref. Handbook 7475.1

Page ___ of ___

**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. 2577-0028 (Exp. 6/30/01)

Name of Housing Authority PHILLIPSBURG HOUSING AUTHORITY	Locality PHILLIPSBURG, NEW JERSEY	Fiscal Year End JUNE 30, 2018	Allocation of Salaries by Program											
			(18)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Position Title By Organizational Unit and Function	Present Salary Rate As of 6/30/17	Requested Budget Year Estimated Payment	Salary Rate	No. Months	Amount	Management	Modernization	Development	Section B Programs	Other Programs	Longevity	COCC	AMPT	Method of Allocation AMP2
MAINTENANCE STAFF:														
1) SENIOR MAINTENANCE REPAIRER T. BURGER	\$83,620	\$85,300	\$85,300	12	\$85,300	\$85,300				\$0	\$0		85300	0
2) MAINTENANCE REPAIRER J. BURGER	\$85,070	\$66,380	\$66,380	12	\$66,380	\$66,380								66380
3) LABORER K. DECKER	\$42,790	\$43,650	\$43,650	12	\$43,650	\$43,650								43650
4) MAINTENANCE REPAIRER J. GREENLEAF	\$65,070	\$66,380	\$66,380	12	\$66,380	\$66,380								66380
5) MAINTENANCE REPAIRER W. RECK	\$65,070	\$66,380	\$66,380	12	\$66,380	\$66,380								66380
6) MAINTENANCE REPAIRER VACANT	\$65,070	\$66,380	\$66,380	12	\$66,380	\$66,380								66380
7) MAINTENANCE REPAIRER R. STEINMETZ	\$85,070	\$85,370	\$85,370	12	\$85,370	\$85,370								\$58,370
8) BUILDING MAINTENANCE WORKER H. PETCHONKA	\$57,220	\$58,370	\$58,370	12	\$58,370	\$58,370								\$58,370
9) BUILDING MAINTENANCE WORKER P. FORD	\$57,220	\$58,370	\$58,370	12	\$58,370	\$58,370								\$58,370
10) LABORER/PIT J. SCHRIENER	\$18,000	\$18,500	\$18,500	12	\$18,500	\$18,500								\$18,500
11) LABORER VACANT	\$42,770	\$43,630	\$43,630	12	\$43,630	\$43,630								\$43,630
12) LABORER J. STEINMETZ	\$44,930	\$45,830	\$45,830	12	\$45,830	\$45,830								\$45,830
13) BUILDING AND GROUNDS INSPECTOR P. FORD	\$65,900	\$68,040	\$68,040	12	\$68,040	\$68,040							\$0	\$58,040
14) TEMPORARY LABOR J. STEINMETZ	\$35,000	\$35,000	\$35,000	12	\$35,000	\$35,000								\$17,500
15) MAINTENANCE OVERTIME J. STEINMETZ	\$25,000	\$25,000	\$25,000	12	\$25,000	\$25,000								\$12,500
TOTAL MAINTENANCE LABOR	\$788,800	\$803,590	\$803,590		\$803,590	\$803,590	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$213,120

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

Executive Director/Supervisor Official: *Paul Ramsey* Date: 3/9/17

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, 3802)

Page ___ of ___

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:
PHILLIPSBURG HOUSING AUTHORITY	PHILLIPSBURG, NEW JERSEY	JUNE 30, 2017

Operating Receipts

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

Monthly Rent Roll as of: 1/1/ 2016 equals 221,468 divided by 571 occupied units = \$387.86 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 97% Occupancy Rate, equals \$ 376.2 times 6,864 Unit Months Available

equals \$2,582,374

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: \$73,600

Nondwelling Rent: (NOT for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Nondwelling 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 \$4,490,000 times Estimated Average T-Bill Rate of 0.75%
 equals \$33,675 which is \$4.91 PUM times 6,864 Unit Months Available
 equals \$33,700

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.

	Gross Amt.			Net Amt.
Sales and Services to Residents of:	\$0	minus pass-throughs of:	\$0 equals	\$0
Cable TV in the amount of :	\$0	minus pass-throughs of:	\$0 equals	\$0
Laundry & Vending in the amount of:	\$7,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$7,000
Cellular phone antennas in the amount of :	\$93,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$93,000
Charges to Other Programs (CFP) operations from CFP	\$100,000	(CARRIED OVER)	equals	\$100,000
	\$150,000			150,000
	=====			=====
	\$350,000			\$350,000
			PUM equals	\$50.99

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)	4	3.50	\$688,760		\$0	\$0
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation—Labor (1)	1	1.50	\$788,800			
Utilities--Labor (1)	1	0.50	\$0			
Other (Specify) (Tenant Services, Legal, etc.) (1)			\$0			
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: \$160,000

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.

MISC. REPAIRS	\$30,000	Elevator Service/Repairs	\$25,000
Pest Control	\$10,000	LANDSCAPING	\$20,000
Fire Extinguisher Inspections	\$2,000	ELECTRICAL REPAIRS	\$20,000
Apartment Painting	\$20,000	SECURITY SYSTEM	\$6,000
Other (HVAC)	\$30,000		=====
SPRINKLERS	\$3,000	TOTAL CONTRACTS:	\$216,000
VARIOUS OTHER CONTRACTS	50,000		

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	OTHER	TOTAL
All Lines Insurance	\$265,000	-	-	265,000
	\$0			
	\$0			
	\$0			
	\$0			
TOTAL INSURANCE:	\$265,000	-	-	265,000

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:	\$1,500,870	equals:	\$114,817 per year
Hospitalization:			equals	\$675,000 per year
Retirement:	11.50% X Total Payroll of:	\$1,500,870	equals:	\$172,600 per year
Unemployment:	1.00% times 1st	\$33,000 /person \$ 1,500,870	equals	\$15,009 per year
TOTAL BENEFITS:				\$977,426

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: **\$25,000 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

Calculation of Allowable Utilities Expense Level

PHA-Owned Rental-Housing
Operating Fund

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

OMB Approval No. 2577-0029 (exp. 10/31/2004)

a) Public Housing Agency		b) Operating Fund Project Number		c) New Project Numbers		d) Fiscal Year Ending		f) Type of Submission		g) Energy Performance Contract		Revision No. ()	
PHILLIPSBURG HOUSING AUTHORITY		NJ075-002				JUNE 30, 2017		<input checked="" type="checkbox"/> Original		<input type="checkbox"/> Utility Rate Incentive			
Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Fuel (specify type e.g., oil, coal, wood)	ACC Number	NY-437	(7)	(8)	(9)		
01	UMA and actual consumption for old project for 12 month period which ended 12 months before the Requested Budget Year. 2014	6,864	34,876,125	4,308,789	311,162								
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 2013	6,864	34,876,125	4,308,789	311,162								
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 2012	6,864	34,876,125	4,308,789	311,162								
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	20,592	104,628,375	12,926,367	933,486				0				
05	Estimated Units Months available for old projects for Requested Budget Year.	6,864											
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3).	3											
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).	6,864	34,876,125	4,308,789	311,162				0				
08	Estimated UMA and consumption for new projects.												
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08)	6,864	34,876,125	4,308,789	311,162				0				
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times Line 09)	Costs	\$197,831	\$476,802	\$264,465				\$134,400				
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	\$1,073,499											
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3).	\$156.40											
13	Rate		\$0.00610	\$0.11900	\$0.91400								
14	Unit of Consumption		Gallon	Kwh	THERMS				Gallons	Tons			Cords

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in federal law or regulation and other eligibility			
01	FICA contributions	\$0	
02	Unemployment compensation <small>25,900-25,000=900X6 EMP X1%</small>	\$45	
03	Family Self Sufficiency Program	\$0	
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy		
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	571	
10	Employee Units		
11	Police Units		
12	Total Units Eligible for Resident participation (Sum of Part D, Lines 09 thru 11)	571	
13	Funding for Resident Participation (Part D, Line 12 x \$25)	\$14,275	
14	Other approved funding, not listed (Specify in Section 3)	\$0	
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)	\$14,320	
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)	\$1,264,254	
02	Actual cost of Independent Audit (IA)	\$7,500	
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	\$2,066,153	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years	\$0	
02	Additional subject fiscal year operating subsidy eligibility (specify)	\$0	
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year	\$0	
04	HUD discretionary adjustments	\$0	
05	Other (specify)	\$0	
06	Other (specify)	\$0	
07	Unfunded portion due to proration	(\$309,923)	
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)		
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 08)	\$0	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
10	Amount of operating subsidy approvable for subject fiscal year not funded		
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal yr (sum of Part F, Lines 09 thru 11) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):		
Part G. Memorandum of Amounts Due HUD, including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (Identify individual amounts under Section 3)	()	()
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)	\$0	