

ADOPTED COPY

*Authority Budget of:
Phillipsburg Housing Authority*

State Filing Year

2021

APPROVED COPY

For the Period:

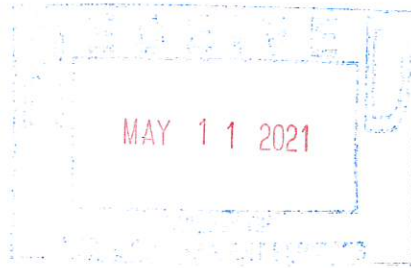
July 1, 2021

to

June 30, 2022

www.phillipsburgha.com

Authority Web Address



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Division of Local Government Services

2021 (2021-2022) HOUSING AUTHORITY BUDGET

Certification Section

2021 (2021-2022)

Phillipsburg Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM July 1, 2021 TO June 30, 2022

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 Cwest CPA, RMA Date: 4/5/2021

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 Cwest CPA, RMA Date: 5/12/2021

2021 (2021-2022) PREPARER'S CERTIFICATION

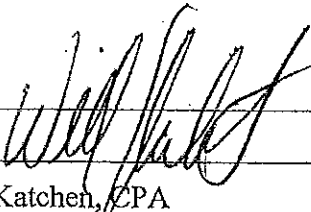
Phillipsburg Housing Authority
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7/1/2021 TO: 6/30/2022

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

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

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

2021 (2021-2022) APPROVAL CERTIFICATION

Phillipsburg Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

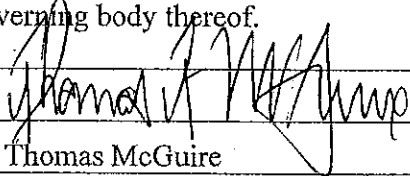
FISCAL
YEAR:

FROM: 7/1/2021

TO: 6/30/2022

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 3 day of March, 2021.

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:	Thomas McGuire		
Title:	Acting Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	tmcguire@phillipsburgha.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.phillipsburgha.com

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

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

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

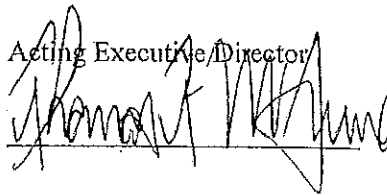
Name of Officer Certifying compliance

Thomas McGuire

Title of Officer Certifying compliance

Acting Executive Director

Signature



2021 (2021-2022) AUTHORITY BUDGET RESOLUTION

Phillipsburg Housing Authority

FISCAL YEAR: **FROM: 7/1/2021** **TO: 6/30/2022**

WHEREAS, the Annual Budget and Capital Budget for the Phillipsburg Housing Authority for the fiscal year beginning, July 1, 2021 and ending, June 30, 2022 has been presented before the governing body of the Phillipsburg Housing Authority at its open public meeting of March 3, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 5,358,565; Total Appropriations, including any Accumulated Deficit if any, of \$ 4,961,030 and Total Unrestricted Net Position utilized of \$ 0 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,251,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

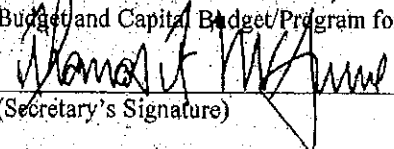
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 3, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning, July 1, 2021 and ending, June 30, 2022 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 5, 2021.



 (Secretary's Signature)

3/24/2021

 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
John Korp	X			
Kent Corcoran	X			
Richard Hay	X			
James Shelly	X			
Matthew Scerbo	X			
Shawn VanWhy	X			
Vacant				

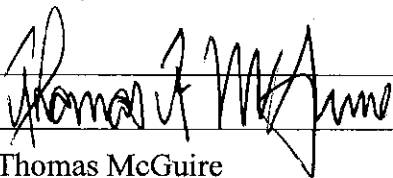
2021 (2021-2022) ADOPTION CERTIFICATION

Phillipsburg Housing Authority (Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: **FROM:7/1/2021** **TO:6/30/2022**

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 5 day of, May, 2021.

Officer's Signature:			
Name:	Thomas McGuire		
Title:	Acting Executive Director		
Address:	530 Heckman Street. Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	tmcguire@phillipsburgha.com		

2021 (2021-2022) ADOPTED BUDGET RESOLUTION

Phillipsburg Housing Authority

FISCAL YEAR: FROM:7/1/2021 TO:6/30/2022

WHEREAS, the Annual Budget and Capital Budget/Program for the Phillipsburg Housing Authority for the fiscal year beginning July 1, 2021 and ending, June 30, 2022 has been presented for adoption before the governing body of the Phillipsburg Housing Authority at its open public meeting of May 5, 2021; and

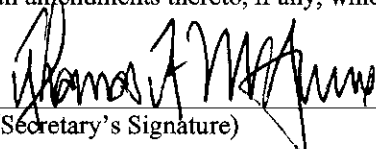
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$5,358,565, Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,961,030 and Total Unrestricted Net Position utilized of \$ 0 and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 1,251,000 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 5, 2021 that the Annual Budget and Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning, July 1, 2021 and, ending, June 30, 2022 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)

5/5/2021
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
John Korp	X			
Kent Corcoran	X			
Richard Hay	X			
James Shelly	X			
Matthew Scerbo	X			
Shawn VanWhy	X			
Dustin Pierce	X			

2021 (2021-2022) HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2021 (2021-2022) HOUSING AUTHORITY BUDGET
MESSAGE & ANALYSIS
Phillipsburg Housing Authority
(Name)**

AUTHORITY BUDGET

**FISCAL
YEAR:**

FROM:7/1/2021

TO:6/30/2022

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).
See attached description for variances.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. Example would be effect on a recession in the economy on the housing Authority The local economy has been impacted by COVID-19. The results are increased maintenance costs for the performance of disinfectant services, increased tenant balances in rent due to their loss of employment.

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. It is not anticipated that unrestricted net position will be utilized in the proposed budget.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- Housing Authorities cannot transfer Unrestricted Net Position (i.e.: to balance the County/Municipality budget, etc.).
None, except for the annual PILOT.

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 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. The Authority does not have an accumulated deficit and the proposed budget projects an excess of revenue over expenses.

(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).

Phillipsburg Housing Authority

Page N-1

Budget Variances

1. Legal Fees- Legal fees in the proposed budget are increased as it is expected that extraordinary services in the proposed year will be required.
2. Staff Training- Due to new staff and changes in regulations it is expected that funds will be needed in this category of expenses over and above the current year.

HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2021 (2021-2022)

Please complete the following information regarding this 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:	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:(1)	Thomas McGuire, Acting Executive Director		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	908-859-0122	Fax:	908-859-1574
E-mail:	tmcguire@phillipsburgha.com		

Chief Financial Officer(1)	Thomas McGuire		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	908-859-0122	Fax:	908-859-1574
E-mail:	tmcguire@phillipsburgha.com		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes and Giampaolo		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Phillipsburg Housing Authority
(Name)

FISCAL
YEAR:

FROM: 7/1/2021

TO: 6/30/2022

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2019 or 2020) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 31
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2019 or 2020) Transmittal of Wage and Tax Statements: \$1,217,363.
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2020 or 2021 deadline has passed 2020 or 2021) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2). Board review and action.*

- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)
- 18) 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," 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 Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? 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) 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.
- 21) 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.

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

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

Phillipsburg Housing Authority

(Name)

**FISCAL
YEAR:**

FROM: 7/1/2021

TO: 6/30/2022

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 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 2019 or 2020. 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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, 2021 to June 30, 2022
 Phillipsburg Housing Authority
 Reportable Compensation from Authority (W-2/ 1099)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
																				1
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Position	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 its Governing Body (1) - See note below	Housing Mgmt.	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities	
1 John Korp	Chairperson		X																	
2 James Shelly	Commissioner		X																	
3 T. Kent Corcoran	Commissioner		X																	
4 Matthew Scerbo	Commissioner		X																	
5 Shwan Vanwhy	Commissioner		X																	
6 Richard Hey	Commissioner		X																	
7 Pasul Rummerfield	Executive Director			X					178,975	53,693		232,668							232,668	
8 Thomas McGuire	Director of Finance			X					89,585	27,583		111,168							111,168	
9																				
10																				
11																				
12																				
13																				
14																				
15																				
Total:										\$ 267,560	\$ 81,276	\$ 348,836				\$ 65,070	\$ 21,248	\$ 430,154		

(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, 2021 to June 30, 2022

Inout - X - in Box Below: If this Page is Non-Applicable

	Annual Cost		# of Covered Members (Medical & Rx) 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)	
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	3	\$ 12,100	3	\$ 36,300	3	\$ 11,550	\$ 34,650	1,650	4.8%
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)	6	24,200	5	145,200	5	23,087	115,435	29,765	25.8%
Family	3	33,750	5	101,250	5	32,206	161,030	(59,780)	-37.1%
Employee Cost Sharing Contribution (enter as negative -)				(51,975)			(56,471)	4,496	-8.0%
Subtotal	12	230,775	13	230,775	13		254,644	(23,869)	-9.4%
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 -)	0								#DIV/0!
Subtotal	0								#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage	1	11,850	1	11,850	1	10,306	10,306	1,544	15.0%
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)	3	14,180	3	42,540	3	12,234	36,702	5,838	15.9%
Family	1	29,500	1	29,500	1	25,560	25,560	3,940	15.4%
Employee Cost Sharing Contribution (enter as negative -)	5		5	83,890	5		72,568	11,322	15.6%
Subtotal	17	314,665	18	314,665	18		327,212	(12,547)	-3.8%
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

2021 (2022) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Phillipsburg Housing Authority
 July 1, 2021 to June 30, 2022

	FY 2021 Proposed Budget				FY 2020 Adopted Budget Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs			
REVENUES							
Total Operating Revenues	\$ 5,324,865	\$ -	\$ -	\$ -	\$ 5,194,291	\$ 130,574	2.5%
Total Non-Operating Revenues	33,700	-	-	-	33,700	-	0.0%
Total Anticipated Revenues	5,358,565	-	-	5,358,565	5,227,991	130,574	2.5%
APPROPRIATIONS							
Total Administration	1,580,290	-	-	1,580,290	1,431,130	149,160	10.4%
Total Cost of Providing Services	3,380,740	-	-	3,380,740	3,446,790	(66,050)	-1.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	4,961,030	-	-	4,961,030	4,877,920	83,110	1.7%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	4,961,030	-	-	4,961,030	4,877,920	83,110	1.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	4,961,030	-	-	4,961,030	4,877,920	83,110	1.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 397,535	\$ -	\$ -	\$ 397,535	\$ 350,071	\$ 47,464	13.6%

Revenue Schedule

Phillipsburg Housing Authority
 For the Period July 1, 2021 to June 30, 2022

	<i>FY 2021 Proposed Budget</i>				<i>FY 2020 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	2,783,700				2,783,700	2,721,230	62,470	2.3%
Excess Utilities	73,600				73,600	79,110	(5,510)	-7.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	2,117,565				2,117,565	2,043,951	73,614	3.6%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
Total Rental Fees	4,974,865	-	-	-	4,974,865	4,844,291	130,574	2.7%
<i>Other Operating Revenues (List)</i>								
Tenant Charges	7,000				7,000	7,000	-	0.0%
Cell phone and antenna rentals	93,000				93,000	93,000	-	0.0%
CFP prorations and reimbursements	250,000				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	5,324,865	-	-	-	5,324,865	5,194,291	130,574	2.5%
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	\$ 5,358,565	\$ -	\$ -	\$ -	\$ 5,358,565	\$ 5,227,991	\$ 130,574	2.5%

Prior Year Adopted Revenue Schedule

Phillipsburg Housing Authority

FY 2020 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	2,721,230				2,721,230
Excess Utilities	79,110				79,110
Non-Dwelling Rental					-
HUD Operating Subsidy	2,043,951				2,043,951
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	4,844,291	-	-	-	4,844,291
<i>Other Revenue (List)</i>					
Tenant Charges	7,000				7,000
Cell phone and antenna rentals	93,000				93,000
CFP prorations and reimbursements	250,000				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	5,194,291	-	-	-	5,194,291
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	\$ 5,227,991	\$ -	\$ -	\$ -	\$ 5,227,991

Appropriations Schedule

Phillipsburg Housing Authority
 For the Period July 1, 2021 to June 30, 2022

	FY 2021 Proposed Budget				FY 2020 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	765,300				\$ 765,300	\$ 740,770	\$ 24,530 3.3%
Fringe Benefits	459,490				459,490	419,860	39,630 9.4%
Legal	150,000				150,000	75,000	75,000 100.0%
Staff Training	20,000				20,000	10,000	10,000 100.0%
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	1,580,290				1,580,290	1,431,130	149,160 10.4%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	773,820				773,820	847,420	(73,600) -8.7%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits	518,140				518,140	480,310	37,830 7.9%
Tenant Services	15,000				15,000	15,000	- 0.0%
Utilities	1,162,280				1,162,280	1,236,700	(74,420) -6.0%
Maintenance & Operation	427,000				427,000	396,000	31,000 7.8%
Protective Services					-	-	- #DIV/0!
Insurance	265,000				265,000	265,000	- 0.0%
Payment in Lieu of Taxes (PILOT)	169,500				169,500	156,360	13,140 8.4%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	50,000				50,000	50,000	- 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	3,380,740				3,380,740	3,446,790	(66,050) -1.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	4,961,030				4,961,030	4,877,920	83,110 1.7%
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							
TOTAL APPROPRIATIONS	4,961,030				4,961,030	4,877,920	83,110 1.7%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,961,030				4,961,030	4,877,920	83,110 1.7%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized							
TOTAL NET APPROPRIATIONS	\$ 4,961,030	\$ -	\$ -	\$ -	\$ 4,961,030	\$ 4,877,920	\$ 83,110 1.7%

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

5% of Total Operating Appropriations \$ 248,051.50 \$ - \$ - \$ - \$ 248,051.50

Prior Year Adopted Appropriations Schedule

Phillipsburg Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 740,770				\$ 740,770
Fringe Benefits	419,860				419,860
Legal	75,000				75,000
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	1,431,130				1,431,130
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	847,420				847,420
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	480,310				480,310
Tenant Services	15,000				15,000
Utilities	1,236,700				1,236,700
Maintenance & Operation	396,000				396,000
Protective Services					-
Insurance	265,000				265,000
Payment in Lieu of Taxes (PILOT)	156,360				156,360
Terminal Leave Payments					-
Collection Losses	50,000				50,000
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	3,446,790				3,446,790
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-
Total Operating Appropriations	4,877,920				4,877,920
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					
TOTAL APPROPRIATIONS	4,877,920				4,877,920
ACCUMULATED DEFICIT					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	4,877,920				4,877,920
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					
TOTAL NET APPROPRIATIONS	\$ 4,877,920	\$ -	\$ -	\$ -	\$ 4,877,920

* 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 \$ 243,896.00 \$ - \$ - \$ - \$ 243,896.00

Debt Service Schedule - Principal

Phillipsburg Housing Authority

If Authority has no debt X this box

X

	Fiscal Year Ending in						Total Principal Outstanding		
	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025		2026	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.

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

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Phillipsburg Housing Authority

If Authority has no debt X this box

X

	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding		
	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025		2026	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, 2021

to

June 30, 2022

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
	\$ 19,786,582	\$ -	\$ -	\$ -	\$ 19,786,582
	13,266,879				13,266,879
	943,018				943,018
	5,576,685				5,576,685
	6,572,581				6,572,581
	2,664,783				2,664,783
	350,071				350,071

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)

\$ 15,164,120	\$ -	\$ -	\$ -	\$ -	\$ 15,164,120
---------------	------	------	------	------	---------------

(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

\$ 245,552	\$ -	\$ -	\$ -	\$ -	\$ 245,552
------------	------	------	------	------	------------

(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.

2021 (2021-2022)

PHILLIPSBURG HOUSING AUTHORITY

(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2021 (2021-2022) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Phillipsburg Housing Authority
(Name)

FISCAL YEAR: FROM: 7/1/2021 TO: 6/30/2022

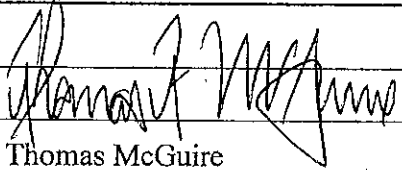
enter X to the left if this paragraph is applicable

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 3 day of March, 2021.

OR

enter X to the left if this paragraph is applicable

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:	Thomas McGuire		
Title:	Acting Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	tmcguire@phillipsburgha.com		

2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

Phillipsburg Housing Authority

(Name)

FISCAL
YEAR:

FROM: 7/1/2021

TO: 6/30/2022

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 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?
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 a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?
No..
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 Funding or Other sources)
N/A
5. Have the current capital projects been reviewed and approved by HUD?
Yes.

Add additional sheets if necessary.

Proposed Capital Budget

Phillipsburg Housing Authority
 For the Period July 1, 2021 to June 30, 2022

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
A/E FEES	\$ 51,000				\$ 51,000	
DWELLING EQUIPMENT	50,000				50,000	
VARIOUS CAPITAL PROJECTS	1,150,000				1,150,000	
Type in Description	-					
Total	1,251,000				1,251,000	
<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	\$ 1,251,000	\$ -	\$ -	\$ -	\$ 1,251,000	\$ -

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, 2021 to June 30, 2022

Fiscal Year Beginning In

	Estimated Total Cost	Current Budget					2026
		Year 2021	2022	2023	2024	2025	
<i>Public Housing Management</i>							
A/E FEES	\$ 306,000	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000
DWELLING EQUIPMENT	300,000	50,000	50,000	50,000	50,000	50,000	50,000
VARIOUS CAPITAL PROJECTS	6,900,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000
Type in Description	-	-	-	-	-	-	-
Total	<u>7,506,000</u>	<u>1,251,000</u>	<u>1,251,000</u>	<u>1,251,000</u>	<u>1,251,000</u>	<u>1,251,000</u>	<u>1,251,000</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>\$ 7,506,000</u>	<u>\$ 1,251,000</u>	<u>\$ 1,251,000</u>	<u>\$ 1,251,000</u>	<u>\$ 1,251,000</u>	<u>\$ 1,251,000</u>	<u>\$ 1,251,000</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, 2021 to June 30, 2022

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
A/E FEES	\$ 306,000				\$ 306,000
DWELLING EQUIPMENT	300,000				300,000
VARIOUS CAPITAL PROJECTS	6,900,000				6,900,000
Type in Description	-				
Total	7,506,000	-	-	-	7,506,000
<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	\$ 7,506,000	\$ -	\$ -	\$ -	\$ 7,506,000
Total 5 Year Plan per CB-4	\$ 7,506,000				
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 5101(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 Housing Authority

PHA Code: NJ024

PHA Fiscal Year Beginning: 7/1/2021

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:

3/3/2021

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:
------------------------------	------------	-------

Operating Budget

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

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership	
[X] Original [] Revision No. :		JUNE 30, 2022			
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	
578		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	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	\$405.55	\$2,763,700		
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)	\$416.27	\$2,857,300		
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)	\$472.17	\$3,241,000		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries	\$111.49	\$765,300		
150	4130	Legal Expense	\$21.85	\$150,000		
160	4140	Staff Training	\$2.91	\$20,000		
170	4160	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)	\$163.28	\$1,120,800		
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	\$38.78	\$266,160		
270	4320	Electricity	\$70.65	\$484,910		
280	4330	Gas	\$41.17	\$282,600		
290	4340	Fuel	\$18.74	\$128,610		
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)	\$169.34	\$1,162,280		

facsimile form HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Name of PHA / IHA

PHILLIPSBURG HOUSING AUTHORITY

JUNE 30, 2022

Line No.	Accl. 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	\$112.74	\$773,820		
340	4420	Materials	\$19.09	\$131,000		
350	4430	Contract Costs	\$43.12	\$296,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$174.95	\$1,200,820		
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	\$24.69	\$169,500		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$142.43	\$977,630		
450	4570	Collection Losses	\$7.28	\$50,000		
460	4590	Other General Expense	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$213.01	\$1,462,130		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$722.77	\$4,981,030		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
600	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)	\$722.77	\$4,981,030		
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)	\$722.77	\$4,981,030		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$250.60)	(\$1,720,030)		
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)	\$331.72	\$2,276,952		
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Other (specify):		(\$159,387)		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	(\$159,387)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$331.72	\$2,117,565		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$331.72	\$2,117,565		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	\$81.12	\$397,535		

facsimile form

HUD-52554 (3/95)

ref. Handbook 7475.1

Previous editions are obsolete

Name of PHA / IHA PHILLIPSBURG HOUSING AUTHORITY		Fiscal Year Ending JUNE 30, 2022	
---	--	-------------------------------------	--

		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	\$2,480,515	

780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): JUNE 30, 2020	\$5,576,685	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2021 <input type="checkbox"/> Actual for FYE JUNE 30, 2021	\$350,071	
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2021 <input type="checkbox"/> Actual for FYE JUNE 30, 2021	\$6,926,756	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE JUNE 30, 2022 Enter Amount from Line 700	\$397,535	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE JUNE 30, 2022 (Sum of lines 800 and 810)	\$6,324,291	
830		Cash Reserve Requirement: 0% % of line 480	\$0	

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____

Date _____

Field Office Approval

Name _____

Title _____

Signature _____

Date _____

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

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

Name of Housing Authority		Locality		PHILIPSBURG, NEW JERSEY										Fiscal Year End	
PHILIPSBURG HOUSING AUTHORITY		PHILIPSBURG, NEW JERSEY		Allocation of Salaries by Program										JUNE 30, 2022	
(1) Position Title By Organizational Unit and Function	(2) Present Salary Rate As of (date)	(3) Requested Budget Year		(4) No. Months	(5) Salary Rate	(6) Estimated Payment Amount	(7) Management, CFP	(8) Modernization/Development	(9) Section 8 Programs	(10) Other Programs	(11) Longevity	(12) Method of Allocation AMPE	COCC		
		(13) AMPE	(14) AMPE												
ADMINISTRATION:															
1) Executive Director P. RUMMERFIELD	\$170,860	12	\$174,280	\$174,280	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174,280	
2) DIRECTOR OF FINANCE T. MCQUIRE	\$125,000	12	\$127,500	\$127,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127,500	
3) ADMINISTRATIVE ASSISTANT J. TERSIGNI	\$74,650	12	\$76,150	\$76,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,150	
4) ACCOUNT CLERK TYPIST VACANT	\$50,110	12	\$46,000	\$46,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,000	
5) TENANT INTERVIEWER P. VAN CAMP	\$80,110	12	\$81,120	\$81,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81,120	
6) TENANT INTERVIEWER W. BICKELMAN	\$42,160	12	\$43,010	\$43,010	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,010	
7) TENANT INTERVIEWER J. PETCHONKA	\$37,500	12	\$37,500	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,500	
8) TENANT INTERVIEWER VACANT	\$95,400	12	\$95,270	\$95,270	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,270	
9) PROJECT MANAGER K. DEGERALMO	\$10,000	12	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	
10) ADMINISTRATIVE OVERTIME AND PTIME, SEASONAL EMPLOYEES R. JOHNSON	\$42,500	12	\$43,350	\$43,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,350	
11) CLERK/TYPIST	\$686,780		\$785,300	\$785,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$785,300	
TOTAL ADMINISTRATION			\$686,780	\$785,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$785,300	
TENANT SERVICES															
1)						\$0								\$0	
2)						\$0								\$0	
3)						\$0								\$0	
TOTAL TENANT SERVICES						\$0								\$0	
UTILITY LABOR															
1)						\$0								\$0	
2)						\$0								\$0	
3)						\$0								\$0	
TOTAL UTILITY LABOR						\$0								\$0	
													NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.		
													Executive Director or Designated Official		
													Date		

To the best of my knowledge, all the information stated herein, as well as any information provided in the accomplishment 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. 9729, 3802)

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 60(4) 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: **PHILLIPSBURG HOUSING AUTHORITY** Locality: **PHILLIPSBURG, NEW JERSEY** Fiscal Year End: **JUNE 30, 2022**

(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$150,000	\$150,000	\$0	\$0	\$0
2 Training (list and provide justification)	\$20,000	\$20,000	\$0	\$0	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$25,000	\$25,000	\$0	\$0	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$5,000	\$5,000	\$0	\$0	\$0
5 Within Area of Jurisdiction	\$5,000	\$5,000	\$0	\$0	\$0
6 Total Travel	\$35,000	\$35,000	\$0	\$0	\$0
7 Accounting	\$40,000	\$40,000	\$0	\$0	\$0
8 Auditing	\$7,500	\$7,500	\$0	\$0	\$0
9 Sundry					
Rental of Office Space	\$0	\$0	\$0	\$0	\$0
10 Publications	\$4,000	\$4,000	\$0	\$0	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$4,000	\$4,000	\$0	\$0	\$0
12 Telephone, Fax, Electronic Communications	\$25,000	\$25,000	\$0	\$0	\$0
13 Collection Agent Fees and Court Costs	\$10,000	\$10,000	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$0	\$0	\$0	\$0	\$0
15 Forms, Stationary and Office Supplies	\$30,000	\$30,000	\$0	\$0	\$0
16 Other Sundry Expense (provide breakdown)	\$30,000	\$30,000	\$0	\$0	\$0
17 Total Sundry	\$103,000	\$103,000	\$0	\$0	\$0
18 Total Administration Expense Other Than Salaries	\$355,500	\$355,500	\$0	\$0	\$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 25.00%
 =====

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:

Operating Budget

Summary of Budget Data and Justifications

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

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

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

Name of Local Housing Authority	Locality	Fiscal Year Ending:
PHILLIPSBURG HOUSING AUTHORITY	PHILLIPSBURG, NEW JERSEY	JUNE 30, 2022

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/ 2021 equals 235,385 divided by 583 occupied units = \$418.09 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 97% Occupancy Rate, equals \$ 405.6 times 6,864 Unit Months Available

equals \$2,783,695

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 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 \$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	\$765,300		\$0	\$0
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	1	1.50	\$773,820			
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: \$131,000

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:	\$296,000
VARIOUS OTHER CONTRACTS	130,000		

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:	\$1,540,120	equals:	\$117,819 per year
	=====			
Hospitalization:			equals	\$675,000 per year
Retirement:	11.00% X Total Payroll of:	\$1,540,120	equals:	\$169,413 per year
	=====			
Unemployment:	1.00% times 1st	\$36,000 /person \$ 1,540,120	equals	\$15,401 per year
	=====			=====
		TOTAL BENEFITS:		\$977,633

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: \$50,000 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