

Fiscal Year                      Start Year                      End Year  
   2023                      –                      2024

*Housing Authority Budget of:  
Phillipsburg Housing Authority*

State Filing Year                      2023

*For the Period:*                      *July 1, 2023*                      *to*                      *June 30, 2024*

[phillipsburgha.com](http://phillipsburgha.com)  
Housing Authority Web Address



*Division of Local Government Services*

**2023 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2023**

Phillipsburg Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2023 PREPARER'S CERTIFICATION

Phillipsburg Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

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

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

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

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

Name of Officer Certifying Compliance:	Thomas F. McGuire
Title of Officer Certifying Compliance:	Executive Director
Signature:	tmcguire@phillipsburgha.com

# 2023 APPROVAL CERTIFICATION

Phillipsburg Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Phillipsburg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on March 1, 2023.

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

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

# 2023 HOUSING AUTHORITY BUDGET RESOLUTION

## Phillipsburg Housing Authority

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

WHEREAS, the Annual Budget for Phillipsburg Housing Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024 has been presented before the governing body of the Phillipsburg Housing Authority at its open public meeting of March 1, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,946,839.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,382,490.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,360,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Phillipsburg Housing Authority, at an open public meeting held on March 1, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024, is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on May 03, 2023.

tmcguire@phillipsburgha.com

(Secretary's Signature)

3/1/2023

(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Kent Corcoran				
James Shelly				
Derick Lewis				
Richard Hay				
Matthew Scerbo				
Shawn Vanwhy				
Dustin Pierce				

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



# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Phillipsburg Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

Variances from the current to the proposed budget are as follows:

1. Maintenance and operations increased to reflect increased costs due to age of properties.
2. PILOT increased per formula.

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

The local economy has begun recovery from COVID-19. Labor and material supply chain issues remain an issue.

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.

# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Phillipsburg Housing Authority

FISCAL YEAR: July 01, 2023 to June 30, 2024

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

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

None, except for the annual PILOT.

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

The Authority does not have an accumulated deficit and the proposed budget projects an excess in 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) and similar types of deficits in the audit report.

# HOUSING AUTHORITY CONTACT INFORMATION

## 2023

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

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

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

<b>Chief Executive Officer*</b>	Thomas F. McGuire		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	908-859-0122	<b>Fax:</b>	908-859-1574
<b>E-mail:</b>	tmcguire@phillipsburgha.com		

<b>Chief Financial Officer*</b>	Thomas McGuire		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	908-859-0122	<b>Fax:</b>	908-859-1574
<b>E-mail:</b>	tmcguire@phillipsburgha.com		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Phillipsburg Housing Authority

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

3. Provide the number of regular voting members of the governing body:

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

*If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*

6. 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?

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

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?

*If the answer to any of the above is "yes", provide 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.*

7. 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.*

*If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

8. 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).

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## Phillipsburg Housing Authority

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

9. Did the Authority pay for meals or catering during the current fiscal year? No

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

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No

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

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

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

No
No
No
No
No
No
No
No
No

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

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

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

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

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

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No

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

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Phillipsburg Housing Authority

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

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

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

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

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

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Phillipsburg Housing Authority

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

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

Page N-3, question 8

Salary increases are determined and reviewed by the Board.

Page N-3, question 13

Retirement\separation poayments made were

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

**Phillipsburg Housing Authority**

**FISCAL YEAR: July 01, 2023 to June 30, 2024**

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

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

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

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

**Key Employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets  
a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and  
b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

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



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

For the Period: July 01, 2023 to June 30, 2024

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
				Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)			
1 Kent Concoran	Chairperson		X					\$ -	-
2 James Shelly	Vice Chairperson		X					\$ -	-
3 Derrick Lewis	Commissioner		X					\$ -	-
4 Richard Hay	Commissioner		X					\$ -	-
5 Matthew Scarbo	Commissioner		X					\$ -	-
6 Shawn VanWhy	Commissioner		X					\$ -	-
7 Dustin Pierce	Commissioner		X					\$ -	-
8 Thomas F. McGuire	Executive Director	35	X	\$ 151,192.00			\$ 45,358.00	\$ 196,550.00	-
9								\$ -	-
10								\$ -	-
11								\$ -	-
12								\$ -	-
13								\$ -	-
14								\$ -	-
15								\$ -	-
16								\$ -	-
17								\$ -	-
18								\$ -	-
19								\$ -	-
20								\$ -	-
21								\$ -	-
22								\$ -	-
23								\$ -	-
24								\$ -	-
25								\$ -	-
26								\$ -	-
27								\$ -	-
28								\$ -	-
29								\$ -	-
30								\$ -	-
31								\$ -	-
32								\$ -	-
33								\$ -	-
34								\$ -	-
35								\$ -	-
				Total:	\$ 151,192.00	\$ -	\$ -	\$ 45,358.00	\$ 196,550.00

# Schedule of Health Benefits - Detailed Cost Analysis

Phillipsburg Housing Authority

For the Period: July 01, 2023 to June 30, 2024

If no health benefits, check this box:

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	6	14,449.00	86,694.00	8	12,568.00	100,544.00	(13,850.00)	-13.8%
Parent & Child	1	25,864.00	25,864.00	1	22,496.00	22,496.00	3,368.00	15.0%
Employee & Spouse (or Partner)	6	28,899.00	173,394.00	5	25,136.00	125,680.00	47,714.00	38.0%
Family	3	40,314.00	120,942.00	3	35,064.00	105,192.00	15,750.00	15.0%
Employee Cost Sharing Contribution (enter as negative -)			(61,124.00)			(60,528.00)	(596.00)	1.0%
Subtotal	16		345,770.00	17		293,384.00	52,386.00	17.9%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal								
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	1	17,132.00	17,132.00	1	15,913.00	15,913.00	1,219.00	7.7%
Parent & Child								
Employee & Spouse (or Partner)	3	14,428.00	43,284.00	3	17,130.00	51,390.00	(8,106.00)	-15.8%
Family	1	42,488.00	42,488.00	1	39,465.00	39,465.00	3,023.00	7.7%
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal	5		102,904.00	5		106,768.00	(3,864.00)	-3.6%
<b>GRAND TOTAL</b>	21		448,674.00	22		400,152.00	48,522.00	12.1%

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

Phillipsburg Housing Authority

For the Period: July 01, 2023 to June 30, 2024

Complete the below table for the Authority's accrued liability for compensated absences.  
 if no accumulated absences, check this box:

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
see attached schedule		\$ 277,999.00		X	
Total liability for accumulated compensated absences per most recent audit (this page only)		\$ 277,999.00			



**2023 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Phillipsburg Housing Authority  
For the Period: July 01, 2023 to June 30, 2024

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 Adopted Budget</b>		\$ 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		
<b>REVENUES</b>								
Total Operating Revenues	\$ 5,913,139	\$ -	\$ -	\$ -	\$ 5,913,139	\$ 5,670,839	\$ 242,300	4.3%
Total Non-Operating Revenues	33,700	-	-	-	33,700	33,700	-	0.0%
Total Anticipated Revenues	5,946,839	-	-	-	5,946,839	5,704,539	242,300	4.2%
<b>APPROPRIATIONS</b>								
Total Administration	1,526,750	-	-	-	1,526,750	1,534,850	(8,100)	-0.5%
Total Cost of Providing Services	3,855,740	-	-	-	3,855,740	3,596,910	258,830	7.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	5,382,490	-	-	-	5,382,490	5,131,760	250,730	4.9%
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	5,382,490	-	-	-	5,382,490	5,131,760	250,730	4.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	5,382,490	-	-	-	5,382,490	5,131,760	250,730	4.9%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 564,349	\$ -	\$ -	\$ -	\$ 564,349	\$ 572,779	\$ (8,430)	-1.5%

# Revenue Schedule

Phillipsburg Housing Authority  
For the Period: July 01, 2023 to June 30, 2024

	<i><b>FY 2023 Proposed Budget</b></i>				<i><b>FY 2022 Adopted Budget</b></i>	<i><b>Proposed vs. Adopted</b></i>	<i><b>% Increase (Decrease) Proposed vs. Adopted</b></i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	3,151,540			3,151,540	2,909,240	242,300	8.3%
Excess Utilities	79,270			79,270	79,270	-	0.0%
Non-Dwelling Rental				-	-	-	#DIV/0!
HUD Operating Subsidy	2,332,329			2,332,329	2,332,329	-	0.0%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher				-	-	-	#DIV/0!
<b>Total Rental Fees</b>	<b>5,563,139</b>			<b>5,563,139</b>	<b>5,320,839</b>	<b>242,300</b>	<b>4.6%</b>
<i>Other Operating Revenues (List)</i>							
Tenant charges	7,000			7,000	7,000	-	0.0%
Cell phone antenna rentals	93,000			93,000	93,000	-	0.0%
CFP prorations and reimbursements	250,000			250,000	250,000	-	0.0%
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>350,000</b>			<b>350,000</b>	<b>350,000</b>	<b>-</b>	<b>0.0%</b>
<b>Total Operating Revenues</b>	<b>5,913,139</b>			<b>5,913,139</b>	<b>5,670,839</b>	<b>242,300</b>	<b>4.3%</b>
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
				-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	33,700			33,700	33,700	-	0.0%
Penalties				-	-	-	#DIV/0!
Other				-	-	-	#DIV/0!
<b>Total Interest</b>	<b>33,700</b>			<b>33,700</b>	<b>33,700</b>	<b>-</b>	<b>0.0%</b>
<b>Total Non-Operating Revenues</b>	<b>33,700</b>			<b>33,700</b>	<b>33,700</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 5,946,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,946,839</b>	<b>\$ 5,704,539</b>	<b>\$ 242,300</b>	<b>4.2%</b>

**Prior Year Adopted Revenue Schedule**

Phillipsburg Housing Authority

*FY 2022 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	2,909,240				2,909,240
Excess Utilities	79,270				79,270
Non-Dwelling Rental					-
HUD Operating Subsidy	2,332,329				2,332,329
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
<b>Total Rental Fees</b>	<b>5,320,839</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,320,839</b>
<i>Other Revenue (List)</i>					
Tenant charges	7,000				7,000
Cell phone antenna rentals	93,000				93,000
CFP prorations and reimbursements	250,000				250,000
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
<b>Total Other Revenue</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350,000</b>
<b>Total Operating Revenues</b>	<b>5,670,839</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,670,839</b>
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
					-
					-
					-
					-
					-
					-
					-
					-
<i>Other Non-Operating Revenues</i>					-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	33,700				33,700
Penalties					-
Other					-
<b>Total Interest</b>	<b>33,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,700</b>
<b>Total Non-Operating Revenues</b>	<b>33,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,700</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 5,704,539</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,704,539</b>



# Appropriations Schedule

Phillipsburg Housing Authority  
For the Period: July 01, 2023 to June 30, 2024

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	719,190				\$ 719,190	\$ 739,700	\$ (20,510)	-2.8%
Fringe Benefits	499,060				499,060	488,650	10,410	2.1%
Legal	100,000				100,000	100,000	-	0.0%
Staff Training	20,000				20,000	20,000	-	0.0%
Travel	35,000				35,000	35,000	-	0.0%
Accounting Fees	42,000				42,000	40,000	2,000	5.0%
Auditing Fees	8,500				8,500	8,500	-	0.0%
Miscellaneous Administration*	103,000				103,000	103,000	-	0.0%
<b>Total Administration</b>	<b>1,526,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,526,750</b>	<b>1,534,850</b>	<b>(8,100)</b>	<b>-0.5%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	86,220				86,220	81,940	4,280	5.2%
Salary & Wages - Maintenance & Operation	763,710				763,710	716,800	46,910	6.5%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	499,060				499,060	488,650	10,410	2.1%
Tenant Services	15,000				15,000	15,000	-	0.0%
Utilities	1,337,410				1,337,410	1,337,410	-	0.0%
Maintenance & Operation	615,000				615,000	467,000	148,000	31.7%
Protective Services					-	-	-	#DIV/0!
Insurance	300,000				300,000	275,000	25,000	9.1%
Payment in Lieu of Taxes (PILOT)	189,340				189,340	165,110	24,230	14.7%
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!
<b>Total Cost of Providing Services</b>	<b>3,855,740</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,855,740</b>	<b>3,596,910</b>	<b>258,830</b>	<b>7.2%</b>
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>5,382,490</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,382,490</b>	<b>5,131,760</b>	<b>250,730</b>	<b>4.9%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
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!
<b>Total Non-Operating Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS</b>	<b>5,382,490</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,382,490</b>	<b>5,131,760</b>	<b>250,730</b>	<b>4.9%</b>
<b>ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>5,382,490</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,382,490</b>	<b>5,131,760</b>	<b>250,730</b>	<b>4.9%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 5,382,490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,382,490</b>	<b>\$ 5,131,760</b>	<b>\$ 250,730</b>	<b>4.9%</b>

\* 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      \$ 269,124.50      \$ -      \$ -      \$ -      \$ 269,124.50

# Prior Year Adopted Appropriations Schedule

Phillipsburg Housing Authority

*FY 2022 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 739,700				\$ 739,700
Fringe Benefits	488,650				488,650
Legal	100,000				100,000
Staff Training	20,000				20,000
Travel	35,000				35,000
Accounting Fees	40,000				40,000
Auditing Fees	8,500				8,500
Miscellaneous Administration*	103,000				103,000
Total Administration	1,534,850				1,534,850
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	81,940				81,940
Salary & Wages - Maintenance & Operation	716,800				716,800
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	488,650				488,650
Tenant Services	15,000				15,000
Utilities	1,337,410				1,337,410
Maintenance & Operation	467,000				467,000
Protective Services					-
Insurance	275,000				275,000
Payment in Lieu of Taxes (PILOT)	165,110				165,110
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	3,596,910				3,596,910
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	5,131,760				5,131,760
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					-
<b>TOTAL APPROPRIATIONS</b>	5,131,760				5,131,760
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,131,760				5,131,760
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,131,760	\$ -	\$ -	\$ -	\$ 5,131,760

\* 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      \$ 256,588.00      \$ -      \$ -      \$ -      \$ 256,588.00

# Debt Service Schedule - Principal

Phillipsburg Housing Authority

If authority has no debt check this box:

	Date of Local Finance Board Approval	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	Thereafter	Total Principal Outstanding
TOTAL PRINCIPAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY										
NET PRINCIPAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Fiscal Year Ending in*

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

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Pears</i>
Bond Rating			
Year of Last Rating			

If no rating, type "Not Applicable".

# Debt Service Schedule - Interest

Phillipsburg Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending in*

	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	Thereafter	Total Interest Payments Outstanding
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY	-	-	-	-	-	-	-	-	-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Phillipsburg Housing Authority

For the Period: July 01, 2023 to June 30, 2024

## FY 2023 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 25,659,653.00	\$ -	\$ -	\$ -	\$ 25,659,653
Less: Restricted for Debt Service Reserve (1)	13,551,295	-	-	-	13,551,295
Less: Other Restricted Net Position (1)	952,481	-	-	-	952,481
<b>Total Unrestricted Net Position (1)</b>	<b>11,155,877</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,155,877</b>
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	6,688,890				6,688,890
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,846,322				2,846,322
Plus: Estimated Income (Loss) on Current Year Operations (2)	572,779				572,779
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>21,263,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,263,868</b>
Unrestricted Net Position Utilized to Balance Proposed Budget					
Unrestricted Net Position Utilized in Proposed Capital Budget					
Appropriation to Municipality/County (3)					
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	<b>\$ 21,263,868</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,263,868</b>

(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.

(4) Maximum Allowable Appropriation to Municipality/County \$ 267,875 \$ - \$ - \$ - \$ 267,875  
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

**2023**

**Phillipsburg Housing Authority**

---

(Housing Authority Name)

**2023 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Phillipsburg Housing Authority**

(Housing Authority Name)

**Fiscal Year: July 01, 2023 to June 30, 2024**

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

- It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Phillipsburg Housing Authority, on March 01, 2023.
- It is hereby certified that the governing body of the Phillipsburg Housing Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Phillipsburg Housing Authority, for the following reason(s):

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

# 2023 CAPITAL BUDGET/PROGRAM MESSAGE

Phillipsburg Housing Authority

Fiscal Year: July 01, 2023 to June 30, 2024

*Answer all questions below using the space provided.*

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

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

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

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

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

N/A

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

*Provide additional documentation as necessary.*



# Proposed Capital Budget

Phillipsburg Housing Authority  
For the Period: July 01, 2023 to June 30, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
AXE FEES	\$ 60,000				\$ 60,000	
DWELLING EQUIPMENT	50,000				50,000	
VARIOUS CAPITAL PROJECTS	1,250,000				1,250,000	
<b>Total</b>	<b>1,360,000</b>	-	-	-	1,360,000	-
<i>Section 8</i>						
	-					
<b>Total</b>	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
<b>Total</b>	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
<b>Total</b>	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 1,360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,360,000</b>	<b>\$ -</b>

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 01, 2023 to June 30, 2024

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2023	2024	2025	2026	2027	2028
<i>Public Housing Management</i>							
AVE FEES	\$ 360,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
DWELLING EQUIPMENT	300,000	50,000	50,000	50,000	50,000	50,000	50,000
VARIOUS CAPITAL PROJECTS	7,500,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Total	<u>8,160,000</u>	<u>1,360,000</u>	<u>1,360,000</u>	<u>1,360,000</u>	<u>1,360,000</u>	<u>1,360,000</u>	<u>1,360,000</u>
<i>Section 8</i>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<u><u>\$ 8,160,000</u></u>	<u><u>\$ 1,360,000</u></u>	<u><u>\$ 1,360,000</u></u>	<u><u>\$ 1,360,000</u></u>	<u><u>\$ 1,360,000</u></u>	<u><u>\$ 1,360,000</u></u>	<u><u>\$ 1,360,000</u></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 01, 2023 to June 30, 2024

		<i>Funding Sources</i>						
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources	
<i>Public Housing Management</i>								
AVE FEES	\$	360,000						
DWELLING EQUIPMENT		300,000						
VARIOUS CAPITAL PROJECTS		7,500,000						
		-						
Total		8,160,000	-	-	-	8,160,000	-	
<i>Section 8</i>								
		-						
		-						
		-						
Total		-	-	-	-	-	-	
<i>Housing Voucher</i>								
		-						
		-						
		-						
Total		-	-	-	-	-	-	
<i>Other Programs</i>								
		-						
		-						
		-						
Total		-	-	-	-	-	-	
<b>TOTAL</b>	<b>\$</b>	<b>8,160,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 8,160,000</b>	<b>\$</b>
Total 5 Year Plan per CB-4	\$	8,160,000						
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.

Annual List of Change Orders Approved  
Pursuant to N.J.A.C. 5:30-11

Phillipsburg Housing Authority

Year Ending: \_\_\_\_\_

June 30, 2022

List of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details see N.J.A.C. 5:30-11.9(d). Please identify each change order by name of the project.

--

above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)  
order exceeding the 20 percent threshold for the year indicated above, please check here  and certify below.

3/1/2023

Date

tmcguire@phillipsburgha.com

Clerk/Secretary to the Governing Body

**Appendix to Budget Document**

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 Housing Authority

PHA Code: NJ024

PHA Fiscal Year Beginning: 7/1/2023

Board Resolution Number: \_\_\_\_\_

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

DATE

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

3/1/2023

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

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

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

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

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairman's Name:	Signature:	Date:
------------------------------	------------	-------

# 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	
[ X ] Original [ ] Revision No. :		JUNE 30, 2024	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership	
f. Address (city, State, zip code)		530 HECKMAN STREET, PHILLIPSBURG, NEW JERSEY 08865	
g. ACC Number		h. PAS/LOGCS 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)
<b>Homebuyers Monthly Payments for:</b>						
010	7710	Operating Expenses				
020	7712	Earned Home Payments Account				
030	7714	Nonroutine Maintenance Reserves				
040		<b>Total Break-Even Amount (sum of lines 010, 020, and 030)</b>				
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
<b>Operating Receipts</b>						
070	3110	Dwelling Rentals	\$459.14	\$3,151,540		
080	3120	Excess Utilities	\$11.55	\$79,270		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100		<b>Total Rental Income (sum of lines 070, 080, and 090)</b>	\$470.69	\$3,230,810		
110	3610	Interest on General Fund Investments	\$4.91	\$33,700		
120	3690	Other Operating Receipts	\$50.99	\$350,000		
130		<b>Total Operating Income (sum of lines 100, 110, and 120)</b>	\$526.59	\$3,614,510		
<b>Operating Expenditures - Administration:</b>						
140	4110	Administrative Salaries	\$104.78	\$719,190		
150	4130	Legal Expense	\$14.57	\$100,000		
160	4140	Staff Training	\$2.91	\$20,000		
170	4150	Travel	\$5.10	\$35,000		
180	4170	Accounting Fees	\$6.12	\$42,000		
190	4171	Auditing Fees	\$1.24	\$8,500		
200	4190	Other Administrative Expenses	\$15.01	\$103,000		
210		<b>Total Administrative Expense (sum of line 140 thru 200)</b>	\$149.73	\$1,027,690		
<b>Tenant Services:</b>						
220	4210	Salaries	\$12.56	\$86,220		
230	4220	Recreation, Publications and Other Services	\$2.19	\$15,000		
240	4230	Contract Costs, Training and Other	\$0.00	\$0		
250		<b>Total Tenant Services Expense (sum of lines 220, 230, 240)</b>	\$14.75	\$101,220		
<b>Utilities:</b>						
260	4310	Water	\$37.59	\$257,990		
270	4320	Electricity	\$71.55	\$491,130		
280	4330	Gas	\$53.45	\$366,890		
290	4340	Fuel	\$32.25	\$221,400		
300	4350	Labor	\$0.00	\$0		
310	4390	Other utilities expense	\$0.00	\$0		
320		<b>Total Utilities Expense (sum of line 260 thru line 310)</b>	\$194.84	\$1,337,410		

Name of PHA / IHA

PHILLIPSBURG HOUSING AUTHORITY

JUNE 30, 2024

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)
<b>Ordinary Maintenance and Operation:</b>						
330	4410	Labor	\$111.26	\$763,710		
340	4420	Materials	\$24.04	\$165,000		
350	4430	Contract Costs	\$65.56	\$450,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$200.86	\$1,378,710		
<b>Protective Services:</b>						
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		
<b>General Expense:</b>						
410	4510	Insurance	\$43.71	\$300,000		
420	4520	Payments in Lieu of Taxes	\$27.58	\$189,340		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$145.41	\$998,120		
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)	\$223.98	\$1,537,460		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$784.16	\$5,382,490		
<b>Rent for Leased Dwellings:</b>						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
<b>Nonroutine Expenditures:</b>						
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		
560	Total	Operating Expenditures (sum of lines 500 and 540)	\$784.16	\$5,382,490		
<b>Prior Year Adjustments:</b>						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
<b>Other Expenditures:</b>						
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)	\$784.16	\$5,382,490		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$257.57)	(\$1,767,980)		
<b>HUD Contributions:</b>						
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)	\$377.55	\$2,591,477		
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Other (specify):		(\$259,148)		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	(\$259,148)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$377.55	\$2,332,329		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$377.55	\$2,332,329		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	\$119.98	\$564,349		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Name of PHA / IHA PHILLIPSBURG HOUSING AUTHORITY		Fiscal Year Ending JUNE 30, 2024	
		Operating Reserve	PHA/IHA Estimates
		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	\$2,691,245

780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): JUNE 30, 2022	\$11,155,877
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2023 <input type="checkbox"/> Actual for FYE JUNE 30, 2023	\$597,779
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2023 <input type="checkbox"/> Actual for FYE JUNE 30, 2023	\$11,753,656
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE JUNE 30, 2024 Enter Amount from Line 700	\$564,349
820		Operating Reserve at End of Requested Budget Year Estimated for FYE JUNE 30, 2024 (Sum of lines 800 and 810)	\$12,318,005
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: **PHILIPSBURG HOUSING AUTHORITY** Locality: **PHILIPSBURG, NEW JERSEY** OMB Approval No. 2577-0026 (Exp. 6/30/01) Fiscal Year End: **JUNE 30, 2024**

(1) Position Title By Organizational Unit and Function	(2) Present Salary As of (Date) 06/30/02	(3) Requested Budget Year		(4) No. Months	(5) Amount	(6) Management	(7) Modernization C/P	(8) Development	(9) Section 8 Programs	(10) Other Programs	(11) Allocation of Salaries by Program		(12) Method of Allocation AMP2
		(3) Salary Rate	(5) Amount								(11) Longevity	(11) C/OCC AMP1	
<b>ADMINISTRATION:</b>													
1) Executive Director T. MCGUIRE	\$160,000	\$166,400	\$166,400	12	\$166,400	\$166,400		\$0	\$0	\$0	\$166,400		
2) Director of Operations Vacant		\$90,000	\$90,000	12	\$90,000	\$90,000		\$0	\$0	\$0	\$90,000		
3) ADMINISTRATIVE ASSISTANT J. TERSIGNI	\$79,600	\$82,790	\$82,790	12	\$82,790	\$82,790		\$0	\$0	\$0	\$82,790		
4) ACCOUNT CLERK TYPIST Y. ZERMENO	\$55,000	\$57,200	\$57,200	12	\$57,200	\$57,200						22880	
5) TENANT INTERVIEWER P. VAN CAMP	\$52,380	\$54,480	\$54,480	12	\$54,480	\$54,480						21790	
6) TENANT INTERVIEWER W. BICKELMAN	\$52,380	\$54,480	\$54,480	12	\$54,480	\$54,480						21790	
7) TENANT INTERVIEWER J. PETCHONKA	\$47,510	\$49,410	\$49,410	12	\$49,410	\$49,410						19750	
8) APPLICATION/HOUSING SPECIALIST M. STETTLER	\$41,220	\$42,870	\$42,870	12	\$42,870	\$42,870						17140	
9) PROJECT MANAGER K. DEGERALMO	\$97,650	\$101,560	\$101,560	12	\$101,560	\$101,560						40620	
10) ADMINISTRATIVE OVERTIME AND PYTIME SEASONAL EMPLOYEES TOTAL ADMINISTRATION	\$20,000	\$20,000	\$20,000	12	\$20,000	\$20,000						\$12,000	\$8,000
<b>TENANT SERVICES</b>	\$605,740	\$719,190	\$719,190		\$719,190	\$719,190	\$0	\$0	\$0	\$0	\$339,190	\$228,020	\$151,980
1) ENVISION/CONNECT HOMES SPECIALIST VACANT		\$40,000	\$40,000	12	\$40,000	\$40,000						\$40,000	
2) ROSS Coordinator	\$44,440	\$46,220	\$46,220	12	\$46,220	\$46,220						\$46,220	
3) TOTAL TENANT SERVICES		\$86,220	\$86,220		\$86,220	\$86,220						\$86,220	
<b>UTILITY LABOR</b>		\$0	\$0		\$0	\$0							
1) TOTAL UTILITY LABOR		\$0	\$0		\$0	\$0							
2)													
3)													
<b>TOTAL UTILITY LABOR</b>		\$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. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3726, 3802)

Executive Director or Designated Official  
Date

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

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

OMB Approval No. 2577-0026 (Exp. 6/30/07)

Name of Housing Authority PHILIPSBURG HOUSING AUTHORITY	Locality PHILIPSBURG, NEW JERSEY	Fiscal Year End JUNE 30, 2024	Present Salary Rate As of (Date) 09/20/23		Requested Budget Year Estimated Payment		Management (6)	Modernization (7)	Development (8)	Section & Programs (9)	Other Programs (10)	Longevity (11)	COCC AMP1	Method of Allocation AMP2 (12)
			No. Months	Amount	No. Months	Amount								
1) SENIOR MAINTENANCE REPAIRER T. BURGER			\$96,000		12	\$99,840	\$99,840				\$0			0
2) MAINTENANCE REPAIRER J. BURGER			\$72,200		12	\$75,090	\$75,090				\$0			75,090
3) MAINTENANCE LABORER J. KORALES			\$46,000		12	\$48,680	\$48,680							48,680
4) MAINTENANCE REPAIRER J. GREENLEAF			\$72,200		12	\$75,090	\$75,090							75,090
5) MAINTENANCE LABORER J. SCHALL			\$46,800		12	\$48,680	\$48,680							48,680
6) BUILDING MAINTENANCE WORKER A. COLUCCI			\$46,800		12	\$48,680	\$48,680							0
7) BUILDING MAINTENANCE WORKER H. PETRONKA			\$63,480		12	\$66,020	\$66,020							\$66,020
8) MAINTENANCE TECHNICIAN I M. O'NEILL			\$49,140		12	\$51,110	\$51,110							\$51,110
9) MAINTENANCE LABORER S. RODERICK			\$41,500		12	\$43,160	\$43,160							\$43,160
10) MAINTENANCE TECHNICIAN II S. CHIMBAY			\$46,800		12	\$48,680	\$48,680							\$48,680
11) MAINTENANCE TECHNICIAN I J. VALENCIA			\$46,800		12	\$48,680	\$48,680							\$48,680
12) TEMPORARY LABOR			\$35,000		12	\$35,000	\$35,000							\$17,500
13) MAINTENANCE OVERTIME			\$50,000		12	\$75,000	\$75,000							\$37,500
<b>TOTAL MAINTENANCE LABOR</b>			\$713,520			\$763,710	\$763,710	\$0	\$0	\$0	\$0	\$0	\$0	\$467,810   \$286,900

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

Phillipsburg Housing Authority  
Salaries 7/1/22- 6/30/23

Name	7/1/2022	BI-Weekly	Daily	Hourly	O.T.	6/30/2023	Step Dates	Step Before 7/1/2023	Budget 2024 4.00%	Budget 2024 4.50%	Including Step 4.00%	Including Step 4.50%
W. Bickelman	\$52,372.62	\$2,014.33	\$201.43	\$25.1791	\$37.7687	\$52,372.62	N/A		\$54,467.52	\$54,729.39	\$54,467.52	\$54,729.39
K. DeGerolamo	\$97,649.41	\$3,755.75	\$375.57	\$46.9468	\$0.0000	\$97,649.41	N/A		\$101,555.38	\$102,043.63	\$101,555.38	\$102,043.63
R. Johnson	\$44,433.75	\$1,708.99	\$170.90	\$21.3624	\$52.0436	\$44,433.75	N/A		\$46,211.10	\$46,433.27	\$46,211.10	\$46,433.27
T. McGuire	\$160,000.00	\$6,153.85	\$615.38	\$76.9231	\$0.0000	\$160,000.00	N/A		\$166,400.00	\$167,200.00	\$166,400.00	\$167,200.00
J. Petchonka	\$47,503.51	\$1,827.06	\$182.71	\$22.8382	\$34.2573	\$47,503.51	1/1/2024		\$49,403.65	\$49,641.17	\$51,873.83	\$52,123.23
M. Stettler	\$41,211.94	\$1,585.07	\$158.51	\$19.8134	\$29.7201	\$41,211.94	9/1/2023		\$42,860.42	\$43,066.48	\$45,003.44	\$45,219.80
J. Tersigni	\$79,600.56	\$3,061.56	\$306.16	\$38.2695	\$0.0000	\$79,600.56	N/A		\$82,784.59	\$83,182.59	\$82,784.59	\$83,182.59
P. Van Camp	\$52,372.62	\$2,014.33	\$201.43	\$25.1791	\$37.7687	\$52,372.62	N/A		\$54,467.52	\$54,729.39	\$54,467.52	\$54,729.39
Y. Zermeo	\$55,000.00	\$2,115.38	\$211.54	\$26.4423	\$39.6635	\$55,000.00	1/1/2024		\$57,200.00	\$57,475.00	\$60,060.00	\$60,348.75

J. Burger	\$72,195.28	\$2,776.74	\$277.67	\$34.7093	\$52.0639	\$72,195.28	N/A		\$75,083.09	\$75,444.06	\$75,083.09	\$75,444.06
T. Burger	\$96,000.00	\$3,692.31	\$369.23	\$46.1538	\$0.0000	\$96,000.00	N/A		\$99,840.00	\$100,320.00	\$99,840.00	\$100,320.00
S. Chimbay	\$46,800.00	\$1,800.00	\$180.00	\$22.5000	\$33.7500	\$46,800.00	1/23/2024		\$48,672.00	\$48,906.00	\$51,105.60	\$51,351.30
A. Colucci	\$39,520.00	\$1,520.00	\$152.00	\$19.0000	\$28.5000	\$39,520.00	12/19/2023		\$41,100.80	\$41,298.40	\$43,155.84	\$43,363.32
J. Greenleaf	\$72,195.27	\$2,776.74	\$277.67	\$34.7093	\$52.0639	\$72,195.27	N/A	\$51,597.00	\$75,083.08	\$75,444.05	\$75,083.08	\$75,444.05
M. O'Neill	\$49,140.00	\$1,890.00	\$189.00	\$23.6250	\$35.4375	\$49,140.00	4/6/2023		\$53,660.88	\$53,918.87	\$56,343.92	\$56,614.81
H. Petchonka	\$63,478.80	\$2,441.49	\$244.15	\$30.5187	\$45.7780	\$63,478.80	N/A		\$66,017.95	\$66,335.34	\$66,017.95	\$66,335.34
S. Roderick	\$41,496.00	\$1,596.00	\$159.60	\$19.9500	\$29.9250	\$41,496.00	9/15/2023		\$43,155.84	\$43,363.32	\$45,313.63	\$45,531.49
J. Schall	\$46,800.00	\$1,800.00	\$180.00	\$22.5000	\$33.7500	\$46,800.00	11/28/2023		\$48,672.00	\$48,906.00	\$51,105.60	\$51,351.30
J. Valencia	\$46,800.00	\$1,800.00	\$180.00	\$22.5000	\$33.7500	\$46,800.00	1/17/2024		\$48,672.00	\$48,906.00	\$51,105.60	\$51,351.30
J. Villeda Morales	\$46,800.00	\$1,800.00	\$180.00	\$22.5000	\$33.7500	\$46,800.00	11/28/2023		\$48,672.00	\$48,906.00	\$51,105.60	\$51,351.30

Increase

\$1,251,369.75      \$48,129.61      \$1,251,369.75      \$1,334,468.32

\$52,610.07      \$58,879.20

**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, 2024**

(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$100,000	\$100,000	\$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	\$42,000	\$42,000	\$0	\$0	\$0
8 Auditing	\$8,500	\$8,500	\$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	\$308,500	\$308,500	\$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:

X

**Operating Budget**  
**Summary of Budget Data**  
**and Justifications**

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

OMB Approval No. 2577-0028 (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 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. The information does not lend itself to confidentiality.

Name of Local Housing Authority <b>PHILLIPSBURG HOUSING AUTHORITY</b>	Locality <b>PHILLIPSBURG, NEW JERSEY</b>	Fiscal Year Ending: <b>JUNE 30, 2024</b>
--	---	---

**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: 2/1/2023 equals 265,546 divided by 561 occupied units = \$473.34 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 97% Occupancy Rate, equals \$ 459.1 times 8,864 Unit Months Available

equals \$3,151,537

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: **\$79,270**

**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)	\$100,000	(CARRIED OVER)		equals \$100,000
operations from CFP	\$150,000			equals 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)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)	4	3.50	\$765,410		\$0	\$0
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	1	1.50	\$763,710			
Utilities--Labor (1)	1	0.50	\$0			
Other (Specify) (Tenant Services, Legal, etc.) (1)			\$40,000			
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

SEE HUD 52566

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Refer to HUD-52571 (Administrative Expenses Other Than Salaries)

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense".

Refer to HUD-52722A (Calculation of Allowable Utilities Expense Level)

Ordinary Maintenance and Operation -- Materials: Give an explanation of substantial Requested Budget Year estimated PUM increases over the PUM rate of expenditures for materials in the Current Budget Year.

Materials Estimated at: \$165,000

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	\$40,000	Elevator Service/Repairs	\$25,000
Pest Control	\$15,000	LANDSCAPING	\$20,000
Fire Extinguisher Inspections	\$3,000	ELECTRICAL REPAIRS	\$20,000
Apartment Painting	\$20,000	SECURITY SYSTEM	\$6,000
Other (HVAC)	\$40,000		=====
SPRINKLERS	\$3,000	TOTAL CONTRACTS:	\$450,000
VARIOUS OTHER CONTRACTS	258,000		

**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	\$300,000	-	-	300,000
	\$0			
	\$0			
	\$0			
	\$0			
<b>TOTAL INSURANCE:</b>	<b>\$300,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>

**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 =====	\$1,569,120	equals:	\$120,038 per year
Hospitalization:			equals	\$675,000 per year
Retirement:	12.00% X Total Payroll of =====	\$1,569,120	equals:	\$188,294 per year
Unemployment:	1.00% times 1st =====	\$37,000 /person \$	1,479,120 equals	\$14,791 per year =====
<b>TOTAL BENEFITS:</b>				<b>\$998,123</b>

**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



# 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)

Line No.	Description	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	Sewerage and Water Consumption	Unit Months Available	Electricity Consumption	Gas Consumption	JUNE 30, 2024	Original	Energy Performance Contract	Utility Rate Incentive		
01	UMA and actual consumption for old project for 12 month period which ended 12 months before the Requested Budget Year. 2021		6,864	38,075,770	(3)	4,290,339	332,485	(7)	(8)				(9)
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 2020		6,864	38,075,770		4,290,339	332,485						
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 2019		6,864	38,075,770		4,290,339	332,485						
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).		20,592	114,227,310		12,871,017	997,455			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	38,075,770		4,290,339	332,485			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	38,075,770		4,290,339	332,485			0			
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times Line 09)		Costs	\$257,988		\$491,134	\$365,894			\$221,395			
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).		\$1,337,411										
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3).		\$194.84										
13	Rate			\$0.00657		\$0.11100	\$1.07000						
14	Unit of Consumption			Gallon		Kwh	THERMS	Gallons		Tons			Cords