

	<u>Start Year</u>		<u>End Year</u>
Fiscal Year	2024	—	2024

***Housing Authority Budget of:
Haddon Township Housing Authority***

State Filing Year 2024

For the Period: January 1, 2024 to December 31, 2024

www.haddontownshiphousingauthority.com
Housing Authority Web Address



Division of Local Government Services

**2024 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2024

Haddon Township Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul Ewert Date: 1/18/2024

2024 PREPARER'S CERTIFICATION

Haddon Township Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

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

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

Preparer's Signature:	thomasfurlongcpa@gmail.com
Name:	Thomas Furlong
Title:	CPA
Address:	470 Route 79 Suite D-1
	Morganville, NJ 07751
Phone Number:	732-591-2300
Fax Number:	732-591-2525
E-mail Address:	thomasfurlongcpa@gmail.com

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

- ☒ A description of the Authority's mission and responsibilities.
- ☒ 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:	Walter Norris
Title of Officer Certifying Compliance:	Executive Director
Signature:	rohrer.towers@haddonhousing.com

2024 APPROVAL CERTIFICATION

Haddon Township Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Haddon Township Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 18, 2023.

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

Officer's Signature:	rohrer.towers@haddonhousing.com
Name:	Walter Norris
Title:	Executive Director
Address:	25 Wynnewood Avenue Westmont, NJ 08108
Phone Number:	856-854-3700
Fax Number:	856-854-7122
E-mail Address:	rohrer.towers@haddonhousing.com

2024 HOUSING AUTHORITY BUDGET RESOLUTION

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Haddon Township Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Haddon Township Housing Authority at its open public meeting of October 18, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$965,720.00, Total Appropriations including any Accumulated Deficit, if any, of \$886,940.00, 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 \$151,013.00 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 Haddon Township Housing Authority, at an open public meeting held on October 18, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Haddon Township Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, is hereby approved; a

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 Haddon Township Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 20, 2023.

rohrer.towers@haddonhousing.com

(Secretary's Signature)

10/18/2023

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Alma Zwick	X			
Brian Seltzer	X			
Rosa Tanzi	X			
Douglas Wallace				X
Lawrence Gasperone	X			
James Coyne	X			
Open				

2024 ADOPTION CERTIFICATION

Haddon Township Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Haddon Township Housing Authority, pursuant to N.J.A.C 5:31- on December 20, 2023.

Officer's Signature:	rohrer.towers@verizon.net		
Name:	Walter Norris		
Title:	Executive Director		
Address:	25 Wynnewood Avenue Westmont, NJ 08108		
Phone Number:	856-854-3700	Fax:	856-854-7122
E-mail address:	rohrer.towers@verizon.net		

2024 ADOPTED BUDGET RESOLUTION

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Haddon Township Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Haddon Township Housing Authority at its open public meeting of December 20, 2023; 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 presented for adoption reflects Total Revenues of \$965,720.00, Total Appropriations, including any Accumulated Deficit, if any, of \$886,940.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$151,013.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Haddon Township Housing Authority at an open public meeting held on December 20, 2023 that the Annual Budget and Capital Budget/Program of the Haddon Township Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 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.

rohrer.towers@haddonhousing.com
(Secretary's Signature)

12/20/2023
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Alma Zwick				X
Brian Seltzer	X			
Rosa Tanzi	X			
Douglas Wallace	X			
Lawrence Gasperone	X			
James Coyne	X			
Open				

**2024 HOUSING AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION**

2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

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

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 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.

Revenues:

HUD Subsidy (+13.7%)-HUD increased proration factor to 98% in 2023 so projection for 2024 is the same

Capital Fund (+27.9%) PHA received 20% increase in funding

Interest-(+376.2) PHA expects earnings rates to increase

Appropriations:

No variances over 10%

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

None

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.

N/A

2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

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

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

N/A

5. The proposed budget must not reflect an anticipated deficit from 2024 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.

PHA is budgeting a surplus to try and offset its GASB 68/75 liabilities

(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

2024

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

Name of Authority:	Haddon Township Housing Authority		
Federal ID Number:	87-3181025		
Address:	25 Wynnewood Avenue		
City, State, Zip:	Westmont	NJ	08108
Phone: (ext.)	856-854-3700	Fax:	856-854-7122

Preparer's Name:	Thomas Furlong		
Preparer's Address:	470 Route 79, Suite D-1		
City, State, Zip:	Morganville	NJ	07751
Phone: (ext.)	732-591-2300	Fax:	732-591-2525
E-mail:	thomasfurlongcpa@gmail.com		

Chief Executive Officer*	Walter Norris		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	856-854-3700	Fax:	856-854-7122
E-mail:	rohrer.towers@haddonhousing.com		

Chief Financial Officer*	Patricia Coyne		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	856-854-3700	Fax:	856-854-7122
E-mail:	patsy@haddonhousing.com		

Name of Auditor:	Francis J McConnell		
Name of Firm:	Francis J McConnell CPA		
Address:	6225 Rising Sun Avenue		
City, State, Zip:	Philadelphia	PA	19111
Phone: (ext.)	215-742-3428	Fax:	
E-mail:	fjmccConnell@outlook.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 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:

5

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:

\$ 260,967.00

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

7

(5 or 7 per State statute)

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

0

(Maximum is 2)

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

No

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?

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?

No

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*?

No

*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)

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

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

No

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

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

No

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

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

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

No

No

No

No

No

No

No

No

No

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

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

Yes

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

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

No

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

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

No

If "yes", provide explanation including amount paid.

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

No

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

**HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE
(CONTINUED)**

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?

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?

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?

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)

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

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

8. It is reviewed and approved by the Board of Commissioners

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

Haddon Township Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

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

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

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

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

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

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

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

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

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

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

Haddon Township Housing Authority

For the Period: January 01, 2024 to December 31, 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
				Commissioner	Officer	Key Employee	Highest Compensated	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1	Alma Zwick	Chairperson	2	X	X							\$	-
2	Brian Seltzer	Vice Chairperson	2	X	X							\$	-
3	Rosa Tanzi	Commissioner	2	X								\$	-
4	Lawrence Gasperone	Commissioner	2	X								\$	-
5	Douglas Wallace	Commissioner	2	X								\$	-
6	James Coyne	Commissioner	2	X								\$	-
7	Open	Commissioner										\$	-
8	Walter Norris	Executive Director	10		X	X			\$ 36,692.00			\$ 800.00	37,492.00
9	Patsy Coyne	Manager	35			X			\$ 70,943.00	\$	2,500.00		73,443.00
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:									\$ 107,635.00	\$ -	\$ 2,500.00	\$ 800.00	\$ 110,935.00

Schedule of Health Benefits - Detailed Cost Analysis

Haddon Township Housing Authority

For the Period: January 01, 2024 to December 31, 2024

If no health benefits, check this box: ☐

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	15,900.00	15,900.00	1	14,450.00	14,450.00	1,450.00	10.0%
Parent & Child			-			-	-	
Employee & Spouse (or Partner)	1	31,790.00	31,790.00	1	28,900.00	28,900.00	2,890.00	10.0%
Family	1	44,330.00	44,330.00	1	40,300.00	40,300.00	4,030.00	10.0%
Employee Cost Sharing Contribution (enter as negative -)			(6,270.00)			(5,700.00)	(570.00)	10.0%
Subtotal	3		85,750.00	3		77,950.00	7,800.00	10.0%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	
Subtotal			-			-	-	
Retirees - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	
Subtotal			-			-	-	
GRAND TOTAL	3		85,750.00	3		77,950.00	7,800.00	10.0%

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

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

Yes
Yes

For the Period: January 01, 2024 to December 31, 2024

☐ If no accumulated absences, check this box:

Total liability for accumulated compensated absences per most recent audit (this page only)	\$ 60,293.00
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Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

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

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
Total liability for accumulated compensated absences per most recent audit (all pages)		\$ 60,293.00			

Page N-6 (Totals)

For the Period: January 01, 2024 to December 31, 2024

☐ If no shared services, check this box:

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

[illegible]

**2024 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget					FY 2023 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		
REVENUES								
Total Operating Revenues	\$ 960,720	\$ -	\$ -	\$ -	\$ 960,720	\$ 875,000	\$ 85,720	9.8%
Total Non-Operating Revenues	5,000	-	-	-	5,000	1,050	3,950	376.2%
Total Anticipated Revenues	965,720	-	-	-	965,720	876,050	89,670	10.2%
APPROPRIATIONS								
Total Administration	316,380	-	-	-	316,380	297,140	19,240	6.5%
Total Cost of Providing Services	570,560	-	-	-	570,560	555,190	15,370	2.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	886,940	-	-	-	886,940	852,330	34,610	4.1%
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	886,940	-	-	-	886,940	852,330	34,610	4.1%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	886,940	-	-	-	886,940	852,330	34,610	4.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ 78,780	\$ -	\$ -	\$ -	\$ 78,780	\$ 23,720	\$ 55,060	232.1%

Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

Page F-2

Prior Year Adopted Revenue Schedule

Haddon Township Housing Authority

FY 2023 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	472,000				472,000
Excess Utilities	19,000				19,000
Non-Dwelling Rental					-
HUD Operating Subsidy	300,000				300,000
New Construction - Acc Section 8 Voucher - Acc Housing Voucher					-
Total Rental Fees	791,000	-	-	-	791,000
<i>Other Revenue (List)</i>					
Antennas/Tenant Sales/Laundry Capital Fund	42,000				42,000
	42,000				42,000
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Other Revenue	84,000	-	-	-	84,000
Total Operating Revenues	875,000	-	-	-	875,000
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
					-
					-
					-
					-
					-
					-
<i>Other Non-Operating Revenues</i>	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned	1,050				1,050
Penalties					-
Other					-
Total Interest	1,050	-	-	-	1,050
Total Non-Operating Revenues	1,050	-	-	-	1,050
TOTAL ANTICIPATED REVENUES	\$ 876,050	\$ -	\$ -	\$ -	\$ 876,050

Appropriations Schedule

Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget				FY 2023 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	188,030				\$ 188,030	\$ 173,440	\$ 14,590 8.4%
Fringe Benefits	47,550				47,550	47,000	550 1.2%
Legal	10,000				10,000	10,000	- 0.0%
Staff Training	2,000				2,000	2,000	- 0.0%
Travel	300				300	300	- 0.0%
Accounting Fees	23,100				23,100	21,900	1,200 5.5%
Auditing Fees	7,000				7,000	6,500	500 7.7%
Miscellaneous Administration*	38,400				38,400	36,000	2,400 6.7%
Total Administration	316,380	-	-	-	316,380	297,140	19,240 6.5%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	84,000				84,000	84,820	(820) -1.0%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor	14,830				14,830	14,970	(140) -0.9%
Fringe Benefits	98,830				98,830	93,000	5,830 6.3%
Tenant Services	5,000				5,000	5,000	- 0.0%
Utilities	199,000				199,000	197,000	2,000 1.0%
Maintenance & Operation	94,500				94,500	89,000	5,500 6.2%
Protective Services					-	-	- #DIV/0!
Insurance	46,000				46,000	43,000	3,000 7.0%
Payment in Lieu of Taxes (PILOT)	27,900				27,900	27,900	- 0.0%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	500				500	500	- 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	570,560	-	-	-	570,560	555,190	15,370 2.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	886,940	-	-	-	886,940	852,330	34,610 4.1%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
TOTAL APPROPRIATIONS	886,940	-	-	-	886,940	852,330	34,610 4.1%
ACCUMULATED DEFICIT					-	-	- #DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	886,940	-	-	-	886,940	852,330	34,610 4.1%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 886,940	\$ -	\$ -	\$ -	\$ 886,940	\$ 852,330	\$ 34,610 4.1%

* 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 \$ 44,347.00 \$ - \$ - \$ - \$ 44,347.00

Prior Year Adopted Appropriations Schedule

Haddon Township Housing Authority

FY 2023 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 173,440				\$ 173,440
Fringe Benefits	47,000				47,000
Legal	10,000				10,000
Staff Training	2,000				2,000
Travel	300				300
Accounting Fees	21,900				21,900
Auditing Fees	6,500				6,500
Miscellaneous Administration*	36,000				36,000
Total Administration	297,140	-	-	-	297,140
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	84,820				84,820
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	14,970				14,970
Fringe Benefits	93,000				93,000
Tenant Services	5,000				5,000
Utilities	197,000				197,000
Maintenance & Operation	89,000				89,000
Protective Services					-
Insurance	43,000				43,000
Payment in Lieu of Taxes (PILOT)	27,900				27,900
Terminal Leave Payments					-
Collection Losses	500				500
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	555,190	-	-	-	555,190
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	852,330	-	-	-	852,330
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	852,330	-	-	-	852,330
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	852,330	-	-	-	852,330
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 852,330	\$ -	\$ -	\$ -	\$ 852,330

* 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 \$ 42,616.50 \$ - \$ - \$ - \$ 42,616.50

Debt Service Schedule - Principal

Haddon Township Housing Authority

☐ If authority has no debt check this box:

Fiscal Year Ending in

[illegible]

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

Fitch	Standard & Poors
-------	------------------

Standard & Poors

[illegible]

If no rating, type "Not Applicable".

Haddon Township Housing Authority

[illegible]

Net Position Reconciliation

Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

FY 2024 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 435,061.00	\$ -	\$ -	\$ -	\$ 435,061
1,520,858				1,520,858
(1,085,797)	-	-	-	(1,085,797)
493,393				493,393
1,056,882				1,056,882
23,720				23,720
488,198	-	-	-	488,198
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
488,198	\$ -	\$ -	\$ -	\$ 488,198

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

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

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

- Unrestricted Net Position Utilized to Balance Proposed Budget
- Unrestricted Net Position Utilized in Proposed Capital Budget
- Appropriation to Municipality/County (3)
- Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

- (1) Total of all operations for this line item must agree to audited financial statements.
- (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
- (3) Amount may not exceed 5% of total operating appropriations. See calculation below.
 - Maximum Allowable Appropriation to Municipality/County \$ 44,347 \$ - \$ - \$ - \$ 44,347
- (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.

2024

Haddon Township Housing Authority

(Housing Authority Name)

**2024 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Haddon Township Housing Authority

(Housing Authority Name)

Fiscal Year: January 01, 2024 to December 31, 2024

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

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Haddon Township Housing Authority, on October 18, 2023.

☐ It is hereby certified that the governing body of the Haddon Township 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 Haddon Township Housing for the following reason(s):

Officer's Signature:	rohrer.towers@verizon.net
Name:	Walter Norris
Title:	Executive Director
Address:	25 Wynnewood Avenue Westmont, NJ 08108
Phone Number:	856-854-3700
Fax Number:	856-854-7122
E-mail Address:	rohrer.towers@verizon.net

2024 CAPITAL BUDGET/PROGRAM MESSAGE

Haddon Township Housing Authority

Fiscal Year: January 01, 2024 to December 31, 2024

Answer all questions below using the space provided.

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

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

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

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

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

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

Provide additional documentation as necessary.

Proposed Capital Budget

Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Fees and Costs	\$ 7,000				\$ 7,000	
Site Work	10,000				10,000	
Dwelling Structure	42,526				42,526	
Other	91,487				91,487	
Total	151,013	-	-	-	151,013	-
Section 8						
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 151,013	\$ -	\$ -	\$ -	\$ 151,013	\$ -

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

Haddon Township Housing Authority

For the Period: January 01, 2024 to December 31, 2024

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2024	2025	2026	2027	2028	2029
<i>Public Housing Management</i>							
Fees and Costs	\$ 35,500	\$ 7,000	\$ 7,500	\$ 7,000	\$ 7,000	\$ 7,000	
Site Work	15,000	10,000				5,000	
Dwelling Structure	560,201	42,526	117,783	137,946	137,946	124,000	
Other	133,161	91,487	27,946			13,728	
Total	743,862	151,013	153,229	144,946	144,946	149,728	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 743,862	\$ 151,013	\$ 153,229	\$ 144,946	\$ 144,946	\$ 149,728	\$ -

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

Haddon Township Housing Authority
For the Period: January 01, 2024 to December 31, 2024

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Fees and Costs	\$ 35,500				\$ 35,500	
Site Work	15,000				15,000	
Dwelling Structure	560,201				560,201	
Other	133,161				133,161	
Total	743,862	-	-	-	743,862	-
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	\$ 743,862	\$ -	\$ -	\$ -	\$ 743,862	\$ -
Total 5 Year Plan per CB-4	\$ 743,862					
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.

Contracting Unit: _____
 Haddon Township Housing Authority
 Year Ending: _____ December _____

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regular please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here ☒ and certify below.

10/18/2023 _____
Date

Appendix to Budget Document