

# **DIRECTIONS FOR THE SUBMISSION OF THE "INTRODUCED" STATE (DCA) BUDGET**

EXECUTIVE DIRECTOR MUST SIGN THE TRANSMITTAL PAGE

EXECUTIVE DIRECTOR MUST SIGN PAGES C-3, C-4, C-5 & CB-1

BOARD VOTE MUST BE RECORDED ON PAGE C-5

MAIL *TWO COMPLETE COPIES* TO:

**BUREAU OF AUTHORITY REGULATION AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
101 SOUTH BROAD STREET  
P.O. BOX 803  
TRENTON, N.J. 08625-0803**

THE ENVELOPE CAN BE MADE TO THE ATTENTION OF:

**PAUL EWERT, SUPERVISING MUNICIPAL FINANCE OFFICER**

**State of New Jersey**  
**Department of Community Affairs**  
**Division of Local Government Services**  
**PROPOSED INTRODUCED HOUSING AUTHORITY BUDGET**  
**INTRODUCED BUDGET TRANSMITTAL PACKAGE**

Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803*. Check the box of each item to indicate that it is included in budget or has been completed.

**Proposed Introduced Authority Budget Document**

- ☒ 2 copies of the Introduced budget document that includes all pages completed
  - ☒ Authority Name and Fiscal Year are filled in
  - ☒ Signature blocks on Pages C-2, C-3, and C-4 are filled in along with title, address, e-mail address, phone number and fax number.
  - ☒ Page C-5 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)**
- ☒ Page C-5 Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
  - ☒ Page C-5 Authority Budget Resolution is signed with original hand written signature
  - ☒ Budget Narrative (N Pages) and Information Section is complete (All items answered or indicated N/A)
  - ☒ Pages N-6 and F-8 applicable amounts agree to the most recent issued audit report of the Authority
  - ☒ Sheets not completed have an explanation on them (Such as Authority has no Debt Service)

**Introduced Capital Budget (Page CB-1 through CB-5)**

- ☒ Authority Name and Fiscal Year are filled in
- ☒ Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number and proper Box Checked off (Top Box 1 Have a Capital Budget or Bottom Box 2 Don't have a Capital Budget)
- ☒ Page CB-2-- has all questioned answered or an explanation why question does not apply
- ☒ Page CB-5—Balance Check amount equals Zero

Official's Signature:			
Name:	Gary Centinaro		
Title:	Executive Director		
Address:	620 West 3 <sup>rd</sup> Street, Florence, N.J. 08518		
Phone Number:	609-499-0575	Fax Number:	609-499-0888
E-mail address:	Fha1@comcsat.net		

Fiscal Year

Start Year  
**2022**

-

End Year  
**2022**

***Authority Budget of:  
Florence Housing Authority***

**State Filing Year**  
***For the Period:***

**2022**

***April 1, 2022***

***to***

***March 31, 2023***

**[www.florence-nj.gov/housing](http://www.florence-nj.gov/housing)**  
Authority Web Address



***Division of Local Government Services***

# **2022 HOUSING AUTHORITY BUDGET**

## **Certification Section**

**2022**

**FLORENCE**  
**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM 4/1/22 TO 3/31/23**

**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: \_\_\_\_\_

# 2022 PREPARER'S CERTIFICATION

## FLORENCE

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: 4/1/22 TO: 3/31/23

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

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

Preparer's Signature:			
Name:	David W. Ciarrocca		
Title:	C.P.A.		
Address:	1930 Wood Road Scotch Plains, N.J. 07076		
Phone Number:	732-591-2300	Fax Number:	732-591-2525
E-mail address	davidciarroccacpa@gmail.com		

# 2022 APPROVAL CERTIFICATION

## FLORENCE

### HOUSING AUTHORITY BUDGET

**FISCAL YEAR:**    **FROM:**        4/1/22        **TO:**        3/31/23

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Florence Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 11th day of December, 2021.

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

Officer's Signature:			
Name:	Gary Centinaro		
Title:	Executive Director		
Address:	620 West 3 <sup>rd</sup> Street Florence, N.J. 08518		
Phone Number:	609-499-0575	Fax Number:	609-499-0888
E-mail address	Fha1@comcast.net		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.florence-nj.gov/housing
--------------------------	-----------------------------

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

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

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

Name of Officer Certifying compliance

Gary Centinaro

Title of Officer Certifying compliance

Executive Director

Signature



# 2022 HOUSING AUTHORITY BUDGET RESOLUTION

## FLORENCE HOUSING AUTHORITY

**FISCAL YEAR: FROM: 04/01/22 TO: 03/31/23**

WHEREAS the Annual Budget and Capital Budget for the Florence Housing Authority for the fiscal year beginning, 4/1/22 and ending, 3/31/23 has been presented before the governing body of the Florence Housing Authority at its open public meeting of December 11, 2021; and

WHEREAS the Annual Budget as introduced reflects Total Revenues of \$572,152, Total Appropriations, including any Accumulated Deficit if any, of \$521,708 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS the Capital Budget as introduced reflects Total Capital Appropriations of \$115,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; 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 Florence Housing Authority, at an open public meeting held on December 11, 2021, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Florence Housing Authority for the fiscal year beginning, 4/1/22 and ending, 3/31/22 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 Florence Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on February 10, 2022.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body

Member:

Ritchard Woolston, Chairman

Anant Patel

Kimberly Mattson

Mary Ann Napolitan

Robert Dulo

Eduardo Jimenez

William Bott

Recorded Vote

Aye

Nay

Abstain

Absent

# **2022 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2022 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS FLORENCE HOUSING AUTHORITY

## AUTHORITY BUDGET

FISCAL YEAR: FROM: 4/1/22 TO: 3/1/23

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

1. Complete a brief statement on the 2022/2022-2023 proposed Annual Budget and make comparison to the 2021/2021-2022 adopted budget for each ***Revenues and Appropriations***. Explain any variances over +/-10% (***As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%***) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD). **See attached.**
2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **No effect.**
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**
4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.). **P.I.L.O.T. is based on rental income and utility costs.**
5. The proposed budget must not reflect an anticipated deficit from 2022-2023 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit - (**N.J.S.A. 40A:5A-12**). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **While the authority remits an annual transmittal for pension, currently, no accumulated deficit exists.**

# HOUSING AUTHORITY CONTACT INFORMATION

## 2022

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

<b>Name of Authority:</b>	Florence Housing Authority		
<b>Federal ID Number:</b>	21-6001624		
<b>Address:</b>	620 West 3 <sup>rd</sup> Street		
<b>City, State, Zip:</b>	Florence	N.J.	08518
<b>Phone: (ext.)</b>	609-499-0575	<b>Fax:</b>	609-499-0888

<b>Preparer's Name:</b>	David W. Ciarrocca, C.P.A., LLC		
<b>Preparer's Address:</b>	1930 Wood Road		
<b>City, State, Zip:</b>	Scotch Plains	N.J.	07076
<b>Phone: (ext.)</b>	732-591-2300	<b>Fax:</b>	732-591-2525
<b>E-mail:</b>	davidciarrocavcpa@gmail.com		

<b>Chief Executive Officer:</b>	Gary Centinaro		
<b>Phone: (ext.)</b>	609-499-0575	<b>Fax:</b>	609-499-0888
<b>E-mail:</b>	Fha1@comcast.net		

<b>Chief Financial Officer:</b>	Gary Centinaro		
<b>Phone: (ext.)</b>	609-499-0575	<b>Fax:</b>	609-499-0888
<b>E-mail:</b>	Fha1@comcast.net		

<b>Name of Auditor:</b>	Jennifer L. Anderson, C.P.A.		
<b>Name of Firm:</b>	Jennifer L. Anderson, C.P.A.		
<b>Address:</b>	110 Marter Avenue, Suite 210		
<b>City, State, Zip:</b>	Moorestown	N.J.	08057
<b>Phone: (ext.)</b>	856-234-7788	<b>Fax:</b>	856-866-2324
<b>E-mail:</b>	www.mazzuccocpa.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## FLORENCE HOUSING AUTHORITY

FISCAL YEAR: FROM: 4/1/22 TO: 3/31/23

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2020 or 2021**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 2
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2020 or 2021**) Transmittal of Wage and Tax Statements: \$53,593
- 3) Provide the number of regular voting members of the governing body: 7
- 4) (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 5) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 6) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **No** If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 7) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2021 or 2022 deadline has passed 2021 or 2022**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **Yes** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 8) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **No** If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 9) 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," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 10) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **No** If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 11) 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. **All adjustments to salaries are based on evaluations conducted by the executive director and board of commissioners.**

- 12) Did the Authority pay for meals or catering during the current fiscal year? **No** If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **No** If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 14) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- a. First class or charter travel **No**
  - b. Travel for companions **No**
  - c. Tax indemnification and gross-up payments **No**
  - d. Discretionary spending account **No**
  - e. Housing allowance or residence for personal use **No**
  - f. Payments for business use of personal residence **No**
  - g. Vehicle/auto allowance or vehicle for personal use **No**
  - h. Health or social club dues or initiation fees **No**
  - i. Personal services (i.e.: maid, chauffeur, chef) **No**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 15) 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)
- 16) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **No** If "yes," attach explanation including amount paid.
- 17) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **No** If "yes," attach explanation including amount paid.
- 18) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)
- 19) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **No** If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 20) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **No** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 21) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? **No** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 22) 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.

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

**FISCAL YEAR:    FROM:            4/1/22            TO:            3/31/23**

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

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

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

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

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

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

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

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

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019 Most recent available W-2 and 1099 should be used (2017 or 2018 Forms)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 being the most recent calendar year ended).

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

**Florence Housing Authority (See Input Data Tab)**

**(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity**



# Schedule of Health Benefits - Detailed Cost Analysis

Florence Housing Authority (See Input Data Tab)  
 For the Period April 1, 2022 to March 31, 2023

Inout- X - in Box Below IF this Page is Non-Applicable

Annual Cost											
# of Covered Members (Medical & Rx)	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)				
Active Employees - Health Benefits - Annual Cost											
1	\$ 8,181	\$ 8,181	1	\$ 7,792	\$ 7,792	\$ 389	5.0%				
							#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!				
							#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!				
							#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!				
							#DIV/0!				
							#DIV/0!				
							#DIV/0!				
							#DIV/0!				
							#DIV/0!				
							#DIV/0!				
							#DIV/0!				
							#DIV/0!				

## Schedule of Accumulated Liability for Compensated Absences

Florence Housing Authority (See Input Data Tab)

For the Period

April 1, 2022

to

March 31, 2023

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

[illegible]

**The total Amount Should agree to most recently issued audit report for the Authority**

## Schedule of Shared Service Agreements

Florence Housing Authority (See Input Data Tab)

March 31, 2023

April 1, 2022

For the Period

**If No Shared Services X 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]

# **2022 HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

Florence Housing Authority (See Input Data Tab)  
 For the Period April 1, 2022 to March 31, 2023

	FY 2022 Proposed Budget					FY 2021 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations			
	All Operations							
REVENUES								
Total Operating Revenues	\$ 568,152	\$ -	\$ -	\$ -	\$ 568,152	\$ 522,807	\$ 45,345	8.7%
Total Non-Operating Revenues	4,000	-	-	-	4,000	7,000	(3,000)	-42.9%
Total Anticipated Revenues	572,152	-	-	-	572,152	529,807	42,345	8.0%
APPROPRIATIONS								
Total Administration	246,700	-	-	-	246,700	236,580	10,120	4.3%
Total Cost of Providing Services	275,008	-	-	-	275,008	260,635	14,373	5.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	521,708	-	-	-	521,708	497,215	24,493	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	521,708	-	-	-	521,708	497,215	24,493	4.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	521,708	-	-	-	521,708	497,215	24,493	4.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ 50,444	\$ -	\$ -	\$ -	\$ 50,444	\$ 32,592	\$ 17,852	54.8%

**Florence Housing Authority (See Input Data Tab)**

March 31, 2023

	\$ Increase (Decrease)	% Increase (Decrease)
<b>FY 2021 Adopted Budget</b>	<b>Proposed vs. Adopted</b>	<b>Proposed vs. Adopted</b>

F-2

# Prior Year Adopted Revenue Schedule

Florence Housing Authority (See Input Data Tab)

## FY 2021 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	236,825				236,825
Excess Utilities	3,000				3,000
Non-Dwelling Rental					-
HUD Operating Subsidy	181,500				181,500
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	421,325	-	-	-	421,325
<i>Other Revenue (List)</i>					
CFP Operations	97,782				97,782
Late Fees & Other Tenant Charges	3,700				3,700
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	101,482	-	-	-	101,482
Total Operating Revenues	522,807	-	-	-	522,807
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	7,000				7,000
Penalties					-
Other					-
Total Interest	7,000	-	-	-	7,000
Total Non-Operating Revenues	7,000	-	-	-	7,000
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 529,807	\$ -	\$ -	\$ -	\$ 529,807

**Florence Housing Authority (See Input Data Tab)**

For the Period      April 1, 2022      to      March 31, 2023

\* 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	\$ 26,085.40	\$ -	\$ -	\$ -	\$ 26,085.40
--------------------------------------	--------------	------	------	------	--------------



# Prior Year Adopted Appropriations Schedule

Florence Housing Authority (See Input Data Tab)

FY 2021 Adopted Budget					
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 154,500				\$ 154,500
Fringe Benefits	18,330				18,330
Legal	9,000				9,000
Staff Training	8,700				8,700
Travel	5,450				5,450
Accounting Fees	12,800				12,800
Auditing Fees	9,000				9,000
Miscellaneous Administration*	18,800				18,800
Total Administration	236,580	-	-	-	236,580
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	65,625				65,625
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	21,875				21,875
Fringe Benefits	10,770				10,770
Tenant Services	1,500				1,500
Utilities	69,300				69,300
Maintenance & Operation	51,200				51,200
Protective Services					-
Insurance	14,500				14,500
Payment in Lieu of Taxes (PILOT)	14,865				14,865
Terminal Leave Payments					-
Collection Losses	1,000				1,000
Other General Expense					-
Rents					-
Extraordinary Maintenance	10,000				10,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	260,635	-	-	-	260,635
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	497,215	-	-	-	497,215
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	497,215	-	-	-	497,215
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	497,215	-	-	-	497,215
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 497,215	\$ -	\$ -	\$ -	\$ 497,215

\* 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	\$	24,860.75	\$	-	\$	-	\$	-	\$	24,860.75
--------------------------------------	----	-----------	----	---	----	---	----	---	----	-----------

Debt Service Schedule - Principal

If Authority has no debt X this box

X

Florence Housing Authority (See Input Data Tab)

	Fiscal Year Ending in								
	Adopted Budget Year 2021	Proposed Budget Year 2022	2023	2024	2025	2026	2027	Thereafter	Total Principal Outstanding
Type in Issue Name									\$ -
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
TOTAL PRINCIPAL	-	-		-	-	-	-	-	-
LESS: HUD SUBSIDY									-
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Moody's

Fitch

Standard & Poor's

Bond Rating

Year of Last Rating

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Florence Housing Authority (See Input Data Tab)

If Authority has no debt X this box

X

	Adopted Budget Year 2021	Proposed Budget Year 2022	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2023	2024	2025	2026	2027		
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Florence Housing Authority (See Input Data Tab)

For the Period April 1, 2022

to

March 31, 2023

## FY 2022 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 1,858,800	\$ -	\$ -	\$ -	\$ 1,858,800
Less: Invested in Capital Assets, Net of Related Debt (1)	1,079,919				1,079,919
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	778,881	-	-	-	778,881
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)	180,657				180,657
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	959,538	-	-	-	959,538
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	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 959,538	\$ -	\$ -	\$ -	\$ 959,538

(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

\$ 26,085 \$ - \$ - \$ - \$ 26,085

(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.

2022  
FLORENCE

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2022 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## FLORENCE HOUSING AUTHORITY

FISCAL YEAR: FROM: 4/1/22 TO: 3/31/23

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Florence Housing Authority, on the 11th day of December, 2021.

OR

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

Officer's Signature:			
Name:	Gary Centinaro		
Title:	Executive Director		
Address:	620 West 3 <sup>rd</sup> Street Florence, N.J. 08518		
Phone Number:	609-499-0575	Fax Number:	609-499-0888
E-mail address	fhal@comcast.net		

# 2022 CAPITAL BUDGET/PROGRAM MESSAGE

## Florence Housing Authority

**FISCAL YEAR:**    **FROM:**        4/1/22        **TO:**        3/31/23

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects? **No.**
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated? **Yes, a five-year capital plan approved by HUD.**
3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? **Yes, a five-year plan.**
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources) **N/A**
5. Have the current capital projects been reviewed and approved by HUD? **Yes.**

*Add additional sheets if necessary.*

# Proposed Capital Budget

Florence Housing Authority (See Input Data Tab)

For the Period

April 1, 2022

to

March 31, 2023

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Operations/Structural & Mechanical	\$ 115,000				\$ 115,000	
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	115,000	-	-	-	115,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,000</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

Florence Housing Authority (See Input Data Tab)

For the Period April 1, 2022 to March 31, 2023

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2022	2023	2024	2025	2026	2027
<i>Public Housing Management</i>							
Operations/Structural & Mechanical	\$ 690,000	\$ 115,000	\$115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	690,000	115,000	115,000	115,000	115,000	115,000	115,000
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 690,000</b>	<b>\$ 115,000</b>	<b>\$115,000</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>

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

Florence Housing Authority (See Input Data Tab)

For the Period April 1, 2022 to March 31, 2023

		Funding Sources				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>						
Operations/Structural & Mechanical	\$ 690,000					\$ 690,000
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	690,000	-	-	-	690,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 690,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 690,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 690,000					
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.

**FLORENCE HOUSING AUTHORITY**

**EXPLANATION OF BUDGET VARIANCES**

**SUPPLEMENT TO PAGE N-1**

**2022**

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
HUD OPERATING SUBSIDY	15.20%	BASED ON CURRENT FEDERAL APPROPRIATION
C.F.P. OPERATIONS	17.60%	ANNUAL FUNDING INCREASE FROM HUD
INTEREST EARNED	-42.90%	REDUCTION IN BANK RATES
AUDITING FEES	33.30%	DUE TO INCREASE IN COMPLIANCE REQUIREMENTS
UTILITIS	12.60%	WATER & ELECTRIC RATE INCREASES