

	<u>Start Year</u>		<u>End Year</u>
Fiscal Year	2024	—	2025

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

**State Filing Year**                      **2024**

***For the Period:***                      ***April 1, 2024***                      ***to***                      ***March 31, 2025***

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



***Division of Local Government Services***

**2024 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2024**

Florence Township Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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

Preparer Cert. (C-2)

2024 PREPARER'S CERTIFICATION

Florence Township Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2024 to March 31, 2025

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



Preparer Cert. (C-2)

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mization,

# 2024 APPROVAL CERTIFICATION

Florence Township Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, as part of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Florence Township Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on November 8, 2023.

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.

<b>Officer's Signature:</b>	fha1@comcast.net
<b>Name:</b>	Gary Centinaro
<b>Title:</b>	Executive Director
<b>Address:</b>	620 West Third Street Florence, N.J. 08518
<b>Phone Number:</b>	609-499-0575
<b>Fax Number:</b>	609-499-0888
<b>E-mail Address:</b>	fha1@comcast.net

# 2024 HOUSING AUTHORITY BUDGET RESOLUTION

## Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

WHEREAS, the Annual Budget for Florence Township Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented before the governing body of the Florence Township Housing Authority at its open public meeting of November 8, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$642,707.00, Total Appropriations including any Accumulated Deficit, if any, of \$558,590.00, 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 \$138,435.00 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 Florence Township Housing Authority, at an open public meeting held on November 8, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Florence Township Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025, 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 Township Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 13, 2023.

fha1@comcast.net

(Secretary's Signature)

11/8/2023

(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ritchard Woolston, Chairman				
Anant Patel				
Kimberly Mattson				
Mary Ann Napolitan				
Robert Dulo				
Eduardo Jimenez				
William Bott				

# 2024 ADOPTION CERTIFICATION

Florence Township Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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 Florence Township Housing Authority, pursuant to N.J.A.C on March 08, 2023.

<b>Officer's Signature:</b>	fha1@comcast.net		
<b>Name:</b>	Gary Centinaro		
<b>Title:</b>	Executive Director		
<b>Address:</b>	620 West Third Street Florence, N.J. 08518		
<b>Phone Number:</b>	609-499-0575	<b>Fax:</b>	609-499-0888
<b>E-mail address:</b>	fha1@comcast.net		

# 2024 ADOPTED BUDGET RESOLUTION

## Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

WHEREAS, the Annual Budget and Capital Budget/Program for the Florence Township Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented for adoption before the governing body of the Florence Township Housing Authority at its open public meeting of March 8, 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 \$0.00, Total Appropriations, including any Accumulated Deficit, if any, of \$0.00, and Total Unrestricted Net Position utilized of \$0.00; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Florence Township Housing Authority at an open public meeting held on March 8, 2023 that the Annual Budget and Capital Budget/Program of the Florence Township Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 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.

fha1@comcast.net

(Secretary's Signature)

(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ritchard Woolston, Chairman				
Anant Patel				
Kimberly Mattson				
Mary Ann Napolitan				
Robert Dulo				
Eduardo Jimenez				
William Bott				

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

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

*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.

See the attached.

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

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

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

*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.

P.I.L.O.T. payments are made annually to the municipality consistent with the calculation included in the cooperation agreement.

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.

N/A

**(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.

<b>Name of Authority:</b>	Florence Township Housing Authority		
<b>Federal ID Number:</b>	21-6001624		
<b>Address:</b>	620 West Third Street		
<b>City, State, Zip:</b>	Florence Township Housing Authority	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>	davidciarroccacpa@gmail.com		

<b>Chief Executive Officer*</b>	Gary Centinaro		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	609-499-0575	<b>Fax:</b>	609-499-0888
<b>E-mail:</b>	<a href="mailto:Fha1@comcast.net">Fha1@comcast.net</a>		

<b>Chief Financial Officer*</b>	Gary Centinaro		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	609-575-0575	<b>Fax:</b>	609-499-0888
<b>E-mail:</b>	<a href="mailto:Fha1@comcast.net">Fha1@comcast.net</a>		

<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>	<a href="mailto:janderson@mazzuccocpa.com">janderson@mazzuccocpa.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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

1

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

\$3,980

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)

## Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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?

Yes

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)**

Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

**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)**

Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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

Compensation is determeined after employee evaluations and is approved by the board of commissioners.

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

## Florence Township Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

*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.





**Florence Township Housing Authority**

	Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2, 1099)		
				Former Highest Compensated Key Employee	Office	Commissioner	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)
1	Gary Centinaro	Executive Director	20	X	X				\$ -
2	Ritchard Woolston	Commissioner	1	X					\$ -
3	Eduardo Jimenez	Commissioner	1	X					\$ -
4	Kimberly Mattson	Commissioner	1	X					\$ -
5	Mary Ann Napolitan	Commissioner	1	X					\$ -
6	Robert J. Dulo	Commissioner	1	X					\$ -
7	William Bott	Commissioner	1	X					\$ -
8	Anant Patel	Commissioner	1	X					\$ -
9									\$ -
10									\$ -
11									\$ -
12									\$ -
13									\$ -
14									\$ -
15									\$ -
16									\$ -
17									\$ -
18									\$ -
19									\$ -
20									\$ -
21									\$ -
22									\$ -
23									\$ -
24									\$ -
25									\$ -
26									\$ -
27									\$ -
28									\$ -
29									\$ -
30									\$ -
31									\$ -
32									\$ -
33									\$ -
34									\$ -
35									\$ -
<b>Total:</b>									\$ -





# Schedule of Health Benefits - Detailed Cost Analysis

## Florence Township Housing Authority

For the Period: April 01, 2024 to March 31, 2025

If no health benefits, check this box: ☐

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	1	8,748.00	8,748.00	1	8,332.00	8,332.00	416.00	5.0%
Parent & Child			-			-	-	0.0%
Employee & Spouse (or Partner)			-			-	-	0.0%
Family			-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )			(893.00)			(850.00)	(43.00)	5.1%
Subtotal	1		7,855.00	1		7,482.00	373.00	5.0%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	0.0%
Parent & Child			-			-	-	0.0%
Employee & Spouse (or Partner)			-			-	-	0.0%
Family			-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	0.0%
Subtotal	0		-	0		-	-	0.0%
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	0.0%
Parent & Child			-			-	-	0.0%
Employee & Spouse (or Partner)			-			-	-	0.0%
Family			-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	0.0%
Subtotal	0		-	0		-	-	0.0%
<b>GRAND TOTAL</b>	1		7,855.00	1		7,482.00	373.00	5.0%

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

No
No

**For the Period: April 01, 2024 to March 31, 2025**

If no accumulated absences, check this box: ☐

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
----------------------------------	--	---	--------------------------	------------	---------------------------------

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only)	\$ -
---	------

**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

Legal Basis for Benefit  
(check applicable items)

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only) \$ -

**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

**Legal Basis for Benefit**  
(check applicable items)

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only) \$ -

**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

**Legal Basis for Benefit**  
(check applicable items)

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only) \$ -

**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

Legal Basis for Benefit  
(check applicable items)

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only) \$ -

**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

**Legal Basis for Benefit  
(check applicable items)**

[illegible]

**Total liability for accumulated compensated absences per most recent audit (this page only)** \$ -



**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

(check applicable items)

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only) \$ -

**Florence Township Housing Authority**  
**For the Period: April 01, 2024 to March 31, 2025**

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

(check applicable items)

[illegible]

Total liability for accumulated compensated absences per most recent audit (this page only) \$ -

**Florence Township Housing Authority**

**For the Period: April 01, 2024 to March 31, 2025**

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

(check applicable items)

[illegible]

**Total liability for accumulated compensated absences per most recent audit (all pages)**

1

**Florence Township Housing Authority**

If no shared services, check this box: ☐

Amount to be  
Received by/Page N-7

**2024 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Florence Township Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

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	All Operations		
<b>REVENUES</b>									
Total Operating Revenues	\$ 607,707	\$ -	\$ -	\$ -	607,707	\$ 597,130	\$ 10,577		1.8%
Total Non-Operating Revenues	35,000	-	-	-	35,000	3,700	31,300		845.9%
Total Anticipated Revenues	642,707	-	-	-	642,707	600,830	41,877		7.0%
<b>APPROPRIATIONS</b>									
Total Administration	268,440	-	-	-	268,440	260,370	8,070		3.1%
Total Cost of Providing Services	290,150	-	-	-	290,150	292,731	(2,581)		-0.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-		#DIV/0!
Total Operating Appropriations	558,590	-	-	-	558,590	553,101	5,489		1.0%
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	-	-	-	-	-	-	-		-
Total Appropriations and Accumulated Deficit	558,590	-	-	-	558,590	553,101	5,489		1.0%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-		#DIV/0!
Net Total Appropriations	558,590	-	-	-	558,590	553,101	5,489		1.0%
ANTICIPATED SURPLUS (DEFICIT)	\$ 84,117	\$ -	\$ -	\$ -	84,117	\$ 47,729	\$ 36,388		76.2%

**Florence Township Housing Authority**  
For the Period: April 01, 2024 to March 31, 2025

Page F-2

**Florence Township Housing Authority**

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
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## Page F-3



# Appropriations Schedule

Florence Township Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	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
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	169,500				\$ 169,500	\$ 165,000	\$ 4,500 2.7%
Fringe Benefits	25,600				25,600	25,600	- 0.0%
Legal	9,400				9,400	8,600	800 9.3%
Staff Training	10,100				10,100	9,200	900 9.8%
Travel	5,600				5,600	5,100	500 9.8%
Accounting Fees	15,200				15,200	14,500	700 4.8%
Auditing Fees	12,900				12,900	12,500	400 3.2%
Miscellaneous Administration*	20,140				20,140	19,870	270 1.4%
Total Administration	268,440	-	-	-	268,440	260,370	8,070 3.1%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	70,125				70,125	70,125	- 0.0%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor	23,375				23,375	23,375	- 0.0%
Fringe Benefits	14,400				14,400	14,400	- 0.0%
Tenant Services	1,500				1,500	1,500	- 0.0%
Utilities	72,600				72,600	82,600	(10,000) -12.1%
Maintenance & Operation	59,000				59,000	55,500	3,500 6.3%
Protective Services					-	-	- #DIV/0!
Insurance	19,500				19,500	18,500	1,000 5.4%
Payment in Lieu of Taxes (PILOT)	18,650				18,650	15,731	2,919 18.6%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	1,000				1,000	1,000	- 0.0%
Other General Expense					-	-	- #DIV/0!
Rents					-	-	- #DIV/0!
Extraordinary Maintenance	10,000				10,000	10,000	- 0.0%
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	290,150	-	-	-	290,150	292,731	(2,581) -0.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	558,590	-	-	-	558,590	553,101	5,489 1.0%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS</b>	558,590	-	-	-	558,590	553,101	5,489 1.0%
<b>ACCUMULATED DEFICIT</b>					-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	558,590	-	-	-	558,590	553,101	5,489 1.0%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 558,590	\$ -	\$ -	\$ -	\$ 558,590	\$ 553,101	\$ 5,489 1.0%

\* 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 \$ 27,929.50 \$ - \$ - \$ - \$ 27,929.50

[illegible]



[illegible]





# Prior Year Adopted Appropriations Schedule

## Florence Township Housing Authority

### FY 2023 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 165,000				\$ 165,000
Fringe Benefits	25,600				25,600
Legal	8,600				8,600
Staff Training	9,200				9,200
Travel	5,100				5,100
Accounting Fees	14,500				14,500
Auditing Fees	12,500				12,500
Miscellaneous Administration*	19,870				19,870
Total Administration	260,370	-	-	-	260,370
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	70,125				70,125
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	23,375				23,375
Fringe Benefits	14,400				14,400
Tenant Services	1,500				1,500
Utilities	82,600				82,600
Maintenance & Operation	55,500				55,500
Protective Services					-
Insurance	18,500				18,500
Payment in Lieu of Taxes (PILOT)	15,731				15,731
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	292,731	-	-	-	292,731
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	553,101	-	-	-	553,101
<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>	553,101	-	-	-	553,101
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	553,101	-	-	-	553,101
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 553,101	\$ -	\$ -	\$ -	\$ 553,101

\* 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 \$ 27,655.05 \$ - \$ - \$ - \$ 27,655.05

[illegible]





[illegible]



[illegible]



# **Debt Service Schedule - Principal** Florence Township Housing Authority

If authority has no debt check this box: ☐

*Fiscal Year Ending in*

	Date of Local Finance Board Approval	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Total Principal Outstanding
TOTAL PRINCIPAL		-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY		-	-	-	-	-	-	-	-	-
NET PRINCIPAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

If no rating, type "Not Applicable".

**Florence Township Housing Authority**

If authority has no debt check this box: ☐

Fiscal Year Ending in

[illegible]

# Net Position Reconciliation

Florence Township Housing Authority

For the Period: April 01, 2024 to March 31, 2025

## FY 2024 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 2,183,905.00	\$ -	\$ -	\$ -	\$ 2,183,905
Less: Restricted for Debt Service Reserve (1)	948,107				948,107
Less: Other Restricted Net Position (1)					-
Total Unrestricted Net Position (1)	1,235,798	-	-	-	1,235,798
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)	126,661				126,661
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	1,362,459	-	-	-	1,362,459
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)	\$ 1,362,459	\$ -	\$ -	\$ -	\$ 1,362,459
-----	--------------	------	------	------	--------------

- (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      \$ 27,930      \$ -      \$ -      \$ -      \$ 27,930
- (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**

**Florence Township Housing Authority**

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(Housing Authority Name)

**2024 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Florence Township Housing Authority**

(Housing Authority Name)

**Fiscal Year: April 01, 2024 to March 31, 2025**

*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 and correct copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of the governing body of the Florence Township Housing Authority, on November 08, 2023.

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

<b>Officer's Signature:</b>	fha1@comcast.net
<b>Name:</b>	Gary Centinaro
<b>Title:</b>	Executive Director
<b>Address:</b>	620 West Third Street Florence, N.J. 08518
<b>Phone Number:</b>	609-499-0575
<b>Fax Number:</b>	609-499-0888
<b>E-mail Address:</b>	fha1@comcast.net

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

Florence Township Housing Authority

**Fiscal Year: April 01, 2024 to March 31, 2025**

***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 funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for the purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

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

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

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

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

N/A

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

*Provide additional documentation as necessary.*

# Proposed Capital Budget

Florence Township Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

		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	\$ 138,435				\$ 138,435	
	-					
	-					
	-					
Total	138,435	-	-	-	138,435	-
<i>Section 8</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 138,435</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 138,435</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 Township Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

		Fiscal Year Beginning in						
	Estimated Total Cost	Current Budget Year 2024	2025	2026	2027	2028	2029	
Public Housing Management								
Operations/Structural & Mechanical	\$ 830,610	\$ 138,435	\$ 138,435	\$ 138,435	\$ 138,435	\$ 138,435	\$ 138,435	
	-	-						
	-	-						
	-	-						
Total	830,610	138,435	138,435	138,435	138,435	138,435	138,435	
Section 8								
	-	-						
	-	-						
	-	-						
	-	-						
Total	-	-	-	-	-	-	-	
Housing Voucher								
	-	-						
	-	-						
	-	-						
	-	-						
Total	-	-	-	-	-	-	-	
Other Programs								
	-	-						
	-	-						
	-	-						
	-	-						
Total	-	-	-	-	-	-	-	
TOTAL	\$ 830,610	\$ 138,435	\$ 138,435	\$ 138,435	\$ 138,435	\$ 138,435	\$ 138,435	

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 Township Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Public Housing Management						
Operations/Structural & Mechanical	\$ 830,610				\$ 830,610	
	-					
	-					
	-					
Total	830,610	-	-	-	830,610	-
Section 8						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	\$ 830,610	\$ -	\$ -	\$ -	\$ 830,610	\$ -
Total 5 Year Plan per CB-4	\$ 830,610					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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

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

Contracting Unit: \_\_\_\_\_ Florence Township Housing Authority \_\_\_\_\_ Year Ending: \_\_\_\_\_ March 31, 2023

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 regulatory details 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 Publication for 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.

11/8/2023

Date

thai@comcast.net

Clerk/Secretary to the Governing Body

**Appendix to Budget Document**

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE  
REGULAR MEETING  
WEDNESDAY November 08, 2023  
FLORENCE HOUSING AUTHORITY  
620 W. THIRD STREET – BOARDROOM/TELECONFERENCE  
7:00 PM

**REGULAR MEETING AGENDA**

**ROLL CALL**

**SUNSHINE LAW RECITATION-**

**PLEDGE OF ALLEGIANCE**

**TENANT/S OF MAPLEWOOD HOMES**

None Scheduled

**MINUTES OF THE REGULAR MEETING – October 11, 2023**

**CORRESPONDENCE**

None

**FINANCE:** David Ciarrocca, CPA, Financial Statement- None

Bills to be ratified-

October-14563-14582

Secretary/Treasurers report- Tenants Rental Register October 2023

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Resolution 2023-21 DCA State Budget  
Resolution 2023-22 HUD Budget

**DIRECTOR'S REPORT:**

**ADJOURN**