

Fiscal Year                      Start Year                      End Year  
   2024                      -                      2025

*Housing Authority Budget of:*  
*Guttenberg Housing Authority*

State Filing Year                      2025

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

[www.guttenbergha.org](http://www.guttenbergha.org)  
Housing Authority Web Address



*Division of Local Government Services*

**2024 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2024**

Guttenberg 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: \_\_\_\_\_

# 2024 PREPARER'S CERTIFICATION

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

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

Preparer's Signature:	
Name:	Peter J. Polcari, CPA
Title:	Fee Accountant
Address:	216 Sollas Court, Ridgewood, NJ 07450
Phone Number:	201-650-0618
Fax Number:	973-831-6972
E-mail Address:	polcarifamily@aol.com

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying Compliance: Ruddys Andrade  
Title of Officer Certifying Compliance: Executive Director  
Signature: \_\_\_\_\_

# 2024 APPROVAL CERTIFICATION

Guttenberg 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, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Guttenberg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on January 8, 2024.

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

<b>Officer's Signature:</b>	
<b>Name:</b>	Ruddys Andrade
<b>Title:</b>	Executive Director
<b>Address:</b>	6900 Broadway, Guttenberg, NJ 07093
<b>Phone Number:</b>	201-861-0900
<b>Fax Number:</b>	20-861-4521
<b>E-mail Address:</b>	randrade@guttenbergha.org

# 2024 HOUSING AUTHORITY BUDGET RESOLUTION

## Guttenberg Housing Authority

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

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

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,558,951.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,412,263.00, 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 \$277,364.00 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 Guttenberg Housing Authority, at an open public meeting held on January 8, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Guttenberg 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 Guttenberg Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on March 04, 2024.

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

1/8/2024  
\_\_\_\_\_  
(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Linda Habermann-Ward				
Marisol Montanez				
Luz Torres				
Gonzalo Perez				
Jolene Mantineo				
Blanca Popiel				
Nancy Rivera				

# 2024 ADOPTION CERTIFICATION

Guttenberg 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 Guttenberg Housing Authority, pursuant to N.J.A.C 5:31-2.3, on March 04, 2024.

<b>Officer's Signature:</b>			
<b>Name:</b>	Ruddys Andrade		
<b>Title:</b>	Executive Director		
<b>Address:</b>	6900 Broadway, Guttenberg, NJ 07093		
<b>Phone Number:</b>	201-861-0900	<b>Fax:</b>	201-861-4521
<b>E-mail address:</b>	randrade@guttenbergha.org		



# 2024 ADOPTED BUDGET RESOLUTION

## Guttenberg Housing Authority

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg 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 Guttenberg Housing Authority at its open public meeting of March 4, 2024; 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 \$5,558,951.00, Total Appropriations, including any Accumulated Deficit, if any, of \$5,412,263.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$277,364.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority at an open public meeting held on March 4, 2024 that the Annual Budget and Capital Budget/Program of the Guttenberg 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.

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

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

#### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Linda Habermann-Ward				
Marisol Montanez				
Luz Torres				
Gonzalo Perez				
Jolene Mantineo				
Blanca Popiel				
Nancy Rivera				

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

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

## Guttenberg 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.

The proposed 2024 budget represents management's efforts to continue operating within industry guidelines while continuing its' goal of providing affordable housing to the maximum number of tenants possible. In addition, the HA has continued to make great strides in improving the physical conditions of the buildings and intends to continue the upgrades whenever possible. Both revenues and appropriations are expected to increase in 2024. Rental income and total HUD Subsidy is expected to increase based on current actual trends. As rental incomes increase operating subsidy may decrease slightly, however HAP subsidies on the Voucher Program will increase as local rents and the number of tenants assisted continues to rise. Portable Admin Fee Income, Fraud Recovery, and Community Room Rental are expected to rise slightly based on current actuals. Capital Funds Used for Operations will also increase as the HA will continue to maximize the amount of Capital Funds available to use for operating costs. Interest Income is also expected to rise as a full year of higher interest rates will be applied. On the appropriations side, the HA is expecting inflationary increases in most line items due to the nationwide inflation and economy. Fringe Benefits continue to increase as the cost of health care and pension costs rise. Travel will increase as the staff begins to travel for conferences and training now that the pandemic is over. Utility Labor will decrease because a maintenance employee left and will not be replaced. The increase in rental income coupled with a decrease in utilities will cause an increase in the PILOT payment. While not more than 10%, Gas costs are expected to decrease because of temperature meter adjustments made to prevent excessive heat in the apartments. Overall, the HA will continue the strategy used to maintain the highest standards of service possible and will monitor its' revenues and appropriations in order to make the appropriate financial decisions necessary.

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

As the US and local economies rebound from the difficulties associated with the pandemic the greatest questionmark moving forward will be the rise in inflation rates. Increased costs across all line items will require the HA to continually monitor both revenues and expenses in order to operate within the fiscal constraints presented. Management is confident that it will be able to meet its' goals with a strict adherence to fiscal integrity and will strive to do everything in its' power to maintain the high standards previously achieved.

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.

The Authority does not anticipate utilizing Unrestricted Net Position in the proposed budget. The HA is expecting a surplus of \$146,688 for the Fiscal Year Ending March 31, 2025.

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Guttenberg 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.

The PHA will make an annual PILOT payment to the Town and will also pay the Town for a shared service agreement for the use of a Housing Inspector. All of these costs are normal operating costs of housing authorities, are included in the appropriations of the Guttenberg Housing Authority, and will be paid out of current rents and HUD Operating Subsidies. The HA will not be transferring any Unrestricted Net Position.

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.

While the proposed budget does not present an anticipated deficit from 2024 operations, the prior audit report reflects an accumulated deficit in Unrestricted Net Position of \$2,978,796. The deficit is the direct result of GASB 68 and GASB 75 requiring the recording of unfunded pension liabilities and other post employment benefit costs. Without these accruals and the related deferred inflows and outflows, the Unrestricted Net Position would be \$1,140,982 at 9/30/23 (prior audit period). In addition to instituting cost saving measures the Authority separated its' laundry income as non-federal funds as directed by HUD and will make these funds available if needed. The non-federal funds are shown in the Other Programs column on the proposed budget. It is expected that the required payments will be made over a number of years. Even with these items, the Authority will need to secure other revenue streams in order to reduce the accumulated deficit resulting from instituting GASB 68 and GASB 75. Most likely, the Authority will look to HUD for funding and/or guidance since it is required to participate in the NJPERS system.

**(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>	Guttenberg Housing Authority		
<i>Federal ID Number:</i>	22-6002843		
<i>Address:</i>	6900 Broadway		
<i>City, State, Zip:</i>	Guttenberg	NJ	07093
<i>Phone: (ext.)</i>	201-861-0900	<i>Fax:</i>	201-861-4521

<b>Preparer's Name:</b>	Peter J. Polcari, CPA		
<i>Preparer's Address:</i>	216 Sollas Court		
<i>City, State, Zip:</i>	Ridgewood	NJ	07450
<i>Phone: (ext.)</i>	201-650-0618	<i>Fax:</i>	973-831-6972
<i>E-mail:</i>	polcarifamily@aol.dcom		

<b>Chief Executive Officer*</b>	Ruddys Andrade		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	201-861-0900	<i>Fax:</i>	201-861-4521
<i>E-mail:</i>	randrade@guttenbergha.org		

<b>Chief Financial Officer*</b>	Ruddys Andrade		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	201-861-0900	<i>Fax:</i>	201-861-4521
<i>E-mail:</i>	randrade@guttenbergha.org		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Guttenberg 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:

19

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:

\$ 790,731.00

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

7

(5 or 7 per State statute)

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

0

(Maximum is 2)

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

No

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

6. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

No

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

No

c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?

No

If the answer to any of the above is "yes", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract\*?

No

\*A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.

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

8. Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Guttenberg 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? Yes  
*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	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", 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)

Guttenberg 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.)?  No

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

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

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

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Guttenberg Housing Authority

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

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

Question 8: Salaries are arrived at based on a salary study and annual review done by the commissioners (for the Executive Director) and the Executive Director (for employees). A Standard percentage increase is voted on at the Board Meeting approving the annual budget, which includes HUD Form 52566 "Schedule of All Positions and Salaries" detailing each position, employee, and salary. The ED then has flexibility for percentages increases per employee. In the case of th Executive Director, an employment contract is entered into.

Question 9: Yes. During the current year the Housing Authority paid a total of \$5,994 for meals & catering. The HA spent \$1,307 for food during in-house training and staff meetings. The Authority also paid \$743 for a BBQ for the PHA Tenants, \$2,298 for a BBQ for the Section 8 Tenants (which was totally funded through donations), and \$1,646 for a Section 8 landlord event.

Question 10: The PHA paid \$5,746 for travel to conferences such as the League of Municipalities, NJ NAHRO, PHADA and a PHA WEB training session for the staff.

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

**Guttenberg 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.

**Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)**  
**Guttenberg Housing Authority**  
**For the Period: April 01, 2024 to March 31, 2025**

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
				Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)			
1 Ruddys Andrade	Executive Director	40	Commissioner	\$ 129,469.00	- \$	- \$	\$ 55,785.00	\$ 185,254.00	
2 Linda Habermann-Ward	Chairperson	2 X	Former Highest Compensated Key Employee	- \$	- \$	- \$	- \$	- \$	
3 Marisol Montanez	Vicee Chairperson	2 X	Commissioner	- \$	- \$	- \$	- \$	- \$	
4 Jolene Mantineo	Commissioner	1 X	Commissioner	- \$	- \$	- \$	- \$	- \$	
5 Luz Torres	Commissioner	1 X	Commissioner	- \$	- \$	- \$	- \$	- \$	
6 Gonzalo Perez	Commissioner	1 X	Commissioner	- \$	- \$	- \$	- \$	- \$	
7 Blanca Poptel	Commissioner	1 X	Commissioner	- \$	- \$	- \$	- \$	- \$	
8 Nancy Rivera	Commissioner	1 X	Commissioner	- \$	- \$	- \$	- \$	- \$	
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<b>Total:</b>				\$ 129,469.00	- \$	- \$	\$ 55,785.00	\$ 185,254.00	



# Schedule of Health Benefits - Detailed Cost Analysis

Guttenberg 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	3	15,758.00	47,274.00	4	12,898.00	51,592.00	(4,318.00)	-8.4%
Parent & Child	3	28,206.00	84,618.00	3	23,087.00	69,261.00	15,357.00	22.2%
Employee & Spouse (or Partner)	3	31,515.00	94,545.00	2	25,796.00	51,592.00	42,953.00	83.3%
Family				1	35,985.00	35,985.00	(35,985.00)	-100.0%
Employee Cost Sharing Contribution (enter as negative -)			(47,156.00)			(40,338.00)	(6,818.00)	16.9%
Subtotal	9		179,281.00	10		168,092.00	11,189.00	6.7%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								
Parent & Child								
Employee & Spouse (or Partner)								
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal								
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	1	6,298.00	6,298.00	1	5,996.00	5,996.00	302.00	5.0%
Parent & Child								
Employee & Spouse (or Partner)	3	23,475.00	70,425.00	3	22,513.00	67,539.00	2,886.00	4.3%
Family								
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal	4		76,723.00	4		73,535.00	3,188.00	4.3%
<b>GRAND TOTAL</b>	<b>13</b>		<b>256,004.00</b>	<b>14</b>		<b>241,627.00</b>	<b>14,377.00</b>	<b>6.0%</b>

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

**Guttenberg 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.*

If no accumulated absences, check this box:

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Ruddys Andrade	40	\$ 20,537.00		X	
Jenny Morales	65	\$ 17,731.00		X	
Esther Garcia	47.5	\$ 9,879.00		X	
Sandra Torres	58	\$ 9,785.00		X	
Monica Fundora	73	\$ 23,399.00		X	
Lorena Riverola	7	\$ 1,096.00		X	
Felix Arias	81	\$ 13,105.00		X	
Noe Amaya	22.5	\$ 3,778.00		X	
Julio Pena	145	\$ 27,112.00		X	
Louis Valle	49.5	\$ 7,932.00		X	
Fica & Medicare Tax on above amounts		\$ 10,278.00		X	
<b>Total liability for accumulated compensated absences per most recent audit (this page only)</b>		<u>\$ 144,632.00</u>			





Guttenberg 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.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Total liability for accumulated compensated absences per most recent audit (all pages)		\$ 144,632.00			

# Schedule of Shared Service Agreements

Guttenberg Housing Authority

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

If no shared services, check this box:

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Town of Guttenberg	Guttenberg Housing Authority	Inspector	Quarterly payment required to the Town. The HA anticipates renewing the agreement for the subsequent year.	4/1/2023	4/1/2024	\$ 26,000

**2024 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

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

	<b>FY 2024 Proposed Budget</b>				<b>FY 2023 Adopted Budget</b>		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
<b>REVENUES</b>								
Total Operating Revenues	\$ 2,589,723	\$ -	\$ 2,755,425	\$ 26,915	\$ 5,372,063	\$ 5,154,750	\$ 217,313	4.2%
Total Non-Operating Revenues	176,475	-	10,413	-	186,888	134,615	52,273	38.8%
Total Anticipated Revenues	2,766,198	-	2,765,838	26,915	5,558,951	5,289,365	269,586	5.1%
<b>APPROPRIATIONS</b>								
Total Administration	758,720	-	219,058	-	977,778	905,961	71,817	7.9%
Total Cost of Providing Services	1,909,758	-	2,524,727	-	4,434,485	4,342,157	92,328	2.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,668,478	-	2,743,785	-	5,412,263	5,248,118	164,145	3.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,668,478	-	2,743,785	-	5,412,263	5,248,118	164,145	3.1%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,668,478	-	2,743,785	-	5,412,263	5,248,118	164,145	3.1%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 97,720	\$ -	\$ 22,053	\$ 26,915	\$ 146,688	\$ 41,247	\$ 105,441	255.6%

## Revenue Schedule

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

### FY 2024 Proposed Budget

	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 REVENUES</b>							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	1,789,248				1,789,248	1,626,900	10.0%
Excess Utilities	28,800				28,800	28,800	0.0%
Non-Dwelling Rental					-	-	#DIV/0!
HUD Operating Subsidy	768,175				768,175	811,175	-5.3%
New Construction - Acc Section 8					-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,738,795		2,738,795	2,643,265	3.6%
<b>Total Rental Fees</b>	<b>2,586,223</b>	<b>-</b>	<b>2,738,795</b>	<b>-</b>	<b>5,325,018</b>	<b>5,110,140</b>	<b>4.2%</b>
<i>Other Operating Revenues (List)</i>							
Laundry Income			26,915		26,915	28,400	-5.2%
Late Charges	3,000				3,000	3,000	0.0%
Community Room Rent & Bid Specs	500				500	250	100.0%
Portable Admin Fees & Fraud Recovery			16,630		16,630	12,960	28.3%
					-	-	#DIV/0!
					-	-	#DIV/0!
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					-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>3,500</b>	<b>-</b>	<b>16,630</b>	<b>26,915</b>	<b>47,045</b>	<b>44,610</b>	<b>5.5%</b>
<b>Total Operating Revenues</b>	<b>2,589,723</b>	<b>-</b>	<b>2,755,425</b>	<b>26,915</b>	<b>5,372,063</b>	<b>5,154,750</b>	<b>4.2%</b>
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Capital Funds Used for Operations	150,269				150,269	123,245	21.9%
					-	-	#DIV/0!
					-	-	#DIV/0!
					-	-	#DIV/0!
					-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>150,269</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,269</b>	<b>123,245</b>	<b>21.9%</b>
<i>Interest on Investments &amp; Deposits (List)</i>							
Interest Earned	26,206		10,413		36,619	11,370	222.1%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
<b>Total Interest</b>	<b>26,206</b>	<b>-</b>	<b>10,413</b>	<b>-</b>	<b>36,619</b>	<b>11,370</b>	<b>222.1%</b>
<b>Total Non-Operating Revenues</b>	<b>176,475</b>	<b>-</b>	<b>10,413</b>	<b>-</b>	<b>186,888</b>	<b>134,615</b>	<b>38.8%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,766,198</b>	<b>\$ -</b>	<b>\$ 2,765,838</b>	<b>\$ 26,915</b>	<b>\$ 5,558,951</b>	<b>\$ 5,289,365</b>	<b>5.1%</b>

# Prior Year Adopted Revenue Schedule

## Guttenberg Housing Authority

### FY 2023 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	1,626,900				1,626,900
Excess Utilities	28,800				28,800
Non-Dwelling Rental					-
HUD Operating Subsidy	811,175				811,175
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,643,265		2,643,265
Total Rental Fees	2,466,875	-	2,643,265	-	5,110,140
<i>Other Revenue (List)</i>					
Laundry Income				28,400	28,400
Late Charges	3,000				3,000
Community Room Rent & Bid Specs	250				250
Portable Admin Fees & Fraud Recovery			12,960		12,960
					-
					-
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Total Other Revenue	3,250	-	12,960	28,400	44,610
Total Operating Revenues	2,470,125	-	2,656,225	28,400	5,154,750
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Capital Funds Used for Operations	123,245				123,245
					-
					-
					-
					-
Total Other Non-Operating Revenues	123,245	-	-	-	123,245
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	11,100		270		11,370
Penalties					-
Other					-
Total Interest	11,100	-	270	-	11,370
Total Non-Operating Revenues	134,345	-	270	-	134,615
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 2,604,470	\$ -	\$ 2,656,495	\$ 28,400	\$ 5,289,365

# Appropriations Schedule

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

	<b>FY 2024 Proposed Budget</b>				<b>FY 2023 Adopted Budget</b>			<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	Proposed vs. Adopted	Proposed vs. Adopted
						Total All Operations	All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>									
<i>Administration</i>									
Salary & Wages	371,760		95,193		\$ 466,953	\$ 433,454	\$ 33,499		7.7%
Fringe Benefits	196,400		48,735		245,135	213,452	31,683		14.8%
Legal	47,600		5,300		52,900	51,940	960		1.8%
Staff Training	4,350		3,150		7,500	7,500	-		0.0%
Travel	18,105		1,500		19,605	5,200	14,405		277.0%
Accounting Fees	36,420		21,180		57,600	54,840	2,760		5.0%
Auditing Fees	6,835		6,280		13,115	12,535	580		4.6%
Miscellaneous Administration*	77,250		37,720		114,970	127,040	(12,070)		-9.5%
Total Administration	758,720	-	219,058	-	977,778	905,961	71,817		7.9%
<i>Cost of Providing Services</i>									
Salary & Wages - Tenant Services					-	-	-		#DIV/0!
Salary & Wages - Maintenance & Operation	358,689				358,689	345,953	12,736		3.7%
Salary & Wages - Protective Services					-	-	-		#DIV/0!
Salary & Wages - Utility Labor	79,866				79,866	93,382	(13,516)		-14.5%
Fringe Benefits	230,556				230,556	219,251	11,305		5.2%
Tenant Services	10,000				10,000	-	10,000		#DIV/0!
Utilities	587,680				587,680	629,716	(42,036)		-6.7%
Maintenance & Operation	333,202				333,202	324,285	8,917		2.7%
Protective Services					-	-	-		#DIV/0!
Insurance	191,915				191,915	183,350	8,565		4.7%
Payment in Lieu of Taxes (PILOT)	115,050				115,050	93,260	21,790		23.4%
Terminal Leave Payments					-	-	-		#DIV/0!
Collection Losses	2,800				2,800	2,800	-		0.0%
Other General Expense					-	-	-		#DIV/0!
Rents			2,524,727		2,524,727	2,450,160	74,567		3.0%
Extraordinary Maintenance					-	-	-		#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-		#DIV/0!
Property Betterment/Additions					-	-	-		#DIV/0!
Miscellaneous COPS*					-	-	-		#DIV/0!
Total Cost of Providing Services	1,909,758	-	2,524,727	-	4,434,485	4,342,157	92,328		2.1%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-		#DIV/0!
Total Operating Appropriations	2,668,478	-	2,743,785	-	5,412,263	5,248,118	164,145		3.1%
<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>	2,668,478	-	2,743,785	-	5,412,263	5,248,118	164,145		3.1%
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-	-	-		#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,668,478	-	2,743,785	-	5,412,263	5,248,118	164,145		3.1%
<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>	\$ 2,668,478	\$ -	\$ 2,743,785	\$ -	\$ 5,412,263	\$ 5,248,118	\$ 164,145		3.1%

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

5% of Total Operating Appropriations      \$ 133,423.90      \$ -      \$ 137,189.25      \$ -      \$ 270,613.15





**HOUSING AUTHORITY PROPOSED APPROPRIATIONS**  
**APPROPRIATION DETAIL PAGE**

Guttenberg Housing Authority

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

*Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"*

Line Item:	Public Housing Mgt.	Section 8	Housing Voucher	Other Programs	Total
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# Prior Year Adopted Appropriations Schedule

## Guttenberg 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	\$ 343,315		\$ 90,139		\$ 433,454
Fringe Benefits	172,267		41,185		213,452
Legal	46,940		5,000		51,940
Staff Training	4,350		3,150		7,500
Travel	4,200		1,000		5,200
Accounting Fees	34,680		20,160		54,840
Auditing Fees	5,735		6,800		12,535
Miscellaneous Administration*	100,025		27,015		127,040
Total Administration	711,512	-	194,449	-	905,961
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	345,953				345,953
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	93,382				93,382
Fringe Benefits	219,251				219,251
Tenant Services					-
Utilities	629,716				629,716
Maintenance & Operation	324,285				324,285
Protective Services					-
Insurance	183,350				183,350
Payment in Lieu of Taxes (PILOT)	93,260				93,260
Terminal Leave Payments					-
Collection Losses	2,800				2,800
Other General Expense					-
Rents			2,450,160		2,450,160
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,891,997	-	2,450,160	-	4,342,157
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,603,509	-	2,644,609	-	5,248,118
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	2,603,509	-	2,644,609	-	5,248,118
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,603,509	-	2,644,609	-	5,248,118
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,603,509	\$ -	\$ 2,644,609	\$ -	\$ 5,248,118

\* 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	\$ 130,175.45	\$ -	\$ 132,230.45	\$ -	\$ 262,405.90
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# HOUSING AUTHORITY PROPOSED APPROPRIATIONS APPROPRIATION DETAIL PAGE

Guttenberg Housing Authority

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

*Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"*

<i>Line Item:</i>	<i>Public Housing Mgt.</i>	<i>Section 8</i>	<i>Housing Voucher</i>	<i>Other Programs</i>	<i>Total</i>
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# HOUSING AUTHORITY PROPOSED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Guttenberg Housing Authority

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

*Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"*

Line Item:	Public Housing Mgt.	Section 8	Housing Voucher	Other Programs	Total
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**HOUSING AUTHORITY PROPOSED APPROPRIATIONS  
 APPROPRIATION DETAIL PAGE**

Guttenberg Housing Authority

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

*Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"*

<i>Line Item:</i>	<i>Public Housing Mgt.</i>	<i>Section 8</i>	<i>Housing Voucher</i>	<i>Other Programs</i>	<i>Total</i>
					-
					-
					-
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# Debt Service Schedule - Principal

Guttenberg Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending in*

	Date of Local Finance Board Approval	2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Total Principal Outstanding
<b>TOTAL PRINCIPAL</b> <b>LESS: HUD SUBSIDY</b> <b>NET PRINCIPAL</b>		\$ -	\$ -	-	-	-	-	-	-	-

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

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

If no rating, type "Not Applicable".

## Debt Service Schedule - Interest

Guttenberg Housing Authority

If authority has no debt check this box:

		<i>Fiscal Year Ending in</i>						Total Interest		
		2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Payments Outstanding
		-	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>		-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>		-	-	-	-	-	-	-	-	-
<b>NET INTEREST</b>		-	-	-	-	-	-	-	-	-
		\$	\$	\$	\$	\$	\$	\$	\$	\$



# Net Position Reconciliation

Guttenberg Housing Authority

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

## FY 2024 Proposed Budget

	Public Housing			Housing		Total All Operations
	Management	Section 8		Voucher	Other Programs	
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 1,091,951.00			\$ (229,453)	\$ 294,334	\$ 1,156,832
Less: Invested in Capital Assets, Net of Related Debt (1)	4,106,167					4,106,167
Less: Restricted for Debt Service Reserve (1)						-
Less: Other Restricted Net Position (1)				29,461		29,461
<b>Total Unrestricted Net Position (1)</b>	<b>(3,014,216)</b>	<b>-</b>	<b>-</b>	<b>(258,914)</b>	<b>294,334</b>	<b>(2,978,796)</b>
Less: Designated for Non-Operating Improvements & Repairs						-
Less: Designated for Rate Stabilization						-
Less: Other Designated by Resolution						-
Plus: Accrued Unfunded Pension Liability (1)	1,013,977			147,794		1,161,771
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,579,566			378,441		2,958,007
Plus: Estimated Income (Loss) on Current Year Operations (2)	961			11,886	28,400	41,247
Plus: Other Adjustments (attach schedule)						-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>580,288</b>	<b>-</b>	<b>-</b>	<b>279,207</b>	<b>322,734</b>	<b>1,182,229</b>
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	<b>\$ 580,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 279,207</b>	<b>\$ 322,734</b>	<b>\$ 1,182,229</b>

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 133,424 \$ - \$ 137,189 \$ - \$ 270,613  
 (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**

**Guttenberg Housing Authority**

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(Housing Authority Name)

**2024 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

## Guttenberg 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 the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Guttenberg Housing Authority, on January 08, 2024.
- It is hereby certified that the governing body of the Guttenberg 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 Guttenberg Housing Authority, for the following reason(s):

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<b>Officer's Signature:</b>	
<b>Name:</b>	Ruddys Andrade
<b>Title:</b>	Executive Director
<b>Address:</b>	6900 Broadway, Guttenberg, NJ 07093
<b>Phone Number:</b>	201-861-0900
<b>Fax Number:</b>	201-861-4521
<b>E-mail Address:</b>	randrade@guttenbergha.org

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

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

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

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

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

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

N/A

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

*Provide additional documentation as necessary.*

# Proposed Capital Budget

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Common Area Flooring (CFP 2022)	\$ 277,364				\$ 277,364	
Bathroom Upgrades (CFP 2024)	-					
Intercom System (CFP 2024)	-					
Common Area Upgrades (CFP 2024)	-					
Total	277,364	-	-	-	277,364	-
<i>Section 8</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 277,364</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 277,364</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

**Guttenberg 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
<i>Public Housing Management</i>							
Common Area Flooring (CFP 2022)	\$ 277,364	\$ 277,364					
Bathroom Upgrades (CFP 2024)	270,000	-	180,000	90,000			
Intercom System (CFP 2024)	30,000	-	30,000				
Common Area Upgrades (CFP 2024)	141,190	-			45,000	96,190	
Total	718,554	277,364	210,000	90,000	45,000	96,190	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 718,554</b>	<b>\$ 277,364</b>	<b>\$ 210,000</b>	<b>\$ 90,000</b>	<b>\$ 45,000</b>	<b>\$ 96,190</b>	<b>\$ -</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

Guttenberg Housing Authority

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

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Common Area Flooring (CFP 2022)	\$ 277,364				\$ 277,364	
Bathroom Upgrades (CFP 2024)	270,000				270,000	
Intercom System (CFP 2024)	30,000				30,000	
Common Area Upgrades (CFP 2024)	141,190				141,190	
Total	<u>718,554</u>	-	-	-	718,554	-
<i>Section 8</i>						
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<u>\$ 718,554</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 718,554</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ 718,554</u>					
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**

**Guttenberg Housing Authority** Year Ending: March 31, 2023

List of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details et seq. Please identify each change order by name of the project.

--

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

Date

Clerk/Secretary to the Governing Body

**Appendix to Budget Document**