



**2023 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2023**

Freehold Borough Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

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

**CERTIFICATION OF ADOPTED BUDGET**

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

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

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

# 2023 PREPARER'S CERTIFICATION

Freehold Borough Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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

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

Preparer's Signature:	thomasfurlongcpa@gmail.com
Name:	Thomas Furlong
Title:	Fee Accountant
Address:	470 Highway 79, Suite 2
	Morganville, NJ 07751
Phone Number:	732-591-2300
Fax Number:	732-591-2525
E-mail Address:	thomasfurlongcpa@gmail.com

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying Compliance: Joseph Billy  
Title of Officer Certifying Compliance: Executive Director  
Signature: freeholdha@aol.com

# 2023 APPROVAL CERTIFICATION

Freehold Borough Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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 Freehold Borough Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on December 7, 2022.

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>	freeholdha@aol.com
<b>Name:</b>	Joseph Billy
<b>Title:</b>	Executive Director
<b>Address:</b>	107 Throckmorton Street Freehold, NJ 07728
<b>Phone Number:</b>	732-462-2421
<b>Fax Number:</b>	732-409-7075
<b>E-mail Address:</b>	freeholdha@aol.com

# 2023 HOUSING AUTHORITY BUDGET RESOLUTION

## Freehold Borough Housing Authority

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

WHEREAS, the Annual Budget for Freehold Borough Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented before the governing body of the Freehold Borough Housing Authority at its open public meeting of December 7, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$855,850.00, Total Appropriations including any Accumulated Deficit, if any, of \$841,300.00, 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 \$102,493.00 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 Freehold Borough Housing Authority, at an open public meeting held on December 7, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Freehold Borough Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023, is hereby approved; a

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

BE IT FURTHER RESOLVED, that the governing body of the Freehold Borough Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on February 01, 2023.

freeholdha@aol.com

(Secretary's Signature)

12/7/2022

(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
William Cannon				
Stella Mayes				
Erika Woods				
Ruthann Broxmeyer				
Susan Sweetman				
Meg Thomann				
Open				

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

# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Freehold Borough Housing Authority

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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

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

See Attached

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

None

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget (i.e. rate stabilization, debt service reduction, to balance the budget, etc.). If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A

Freehold Housing Authority  
Variances in excess of 10%  
December 31, 2023

**Operating Revenues:**

HUD Operating Subsidy (+11.1%) Increase in HUD proration factor caused increase in subsidy

**Operating Appropriations:**

Maint Salary & Wages (+12.6%) Increase in maintenance hours for new employee from 10 to 20 hours per week

Maint Fringe Benefits (+27.3%) Expected to increase 24%

Utilities (+13.6%) Increase in gas and electric rates

Insurance (+20%) expected increase in premiums

# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Freehold Borough Housing Authority

FISCAL YEAR: January 01, 2023 to December 31, 2023

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

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

N/A

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

PHA has elected to eliminate Retiree Health Benefits for all new employees in order to reduce the liability over time. PHA will continue to budget for these expenses in order to reduce the liability.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.

# HOUSING AUTHORITY CONTACT INFORMATION

## 2023

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

<b>Name of Authority:</b>	Freehold Borough Housing Authority		
<i>Federal ID Number:</i>	22-1914258		
<i>Address:</i>	107 Throckmorton Street		
<i>City, State, Zip:</i>	Freehold	NJ	07728
<i>Phone: (ext.)</i>	732-462-2421	<i>Fax:</i>	732-409-7075

<b>Preparer's Name:</b>	Thomas Furlong		
<i>Preparer's Address:</i>	470 Highway 79, Suite 2		
<i>City, State, Zip:</i>	Morganville	NJ	07751
<i>Phone: (ext.)</i>	732-591-2300	<i>Fax:</i>	732-591-2525
<i>E-mail:</i>	thomasfurlongcpa@gmail.com		

<b>Chief Executive Officer*</b>	Joseph Billy		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	732-462-2421	<i>Fax:</i>	732-409-7075
<i>E-mail:</i>	freeholdha@aol.com		

<b>Chief Financial Officer*</b>	Sharon Whetzler		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	732-462-2421	<i>Fax:</i>	732-409-7075
<i>E-mail:</i>	freeholdha@aol.com		

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Freehold Borough Housing Authority

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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

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

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

*(5 or 7 per State statute)*

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

*(Maximum is 2)*

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

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

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

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

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

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

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

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

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

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## Freehold Borough Housing Authority

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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? No  
*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

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

- |   |    |
|---|----|
| a. First class or charter travel                      | 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)

Freehold Borough Housing Authority

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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)

Freehold Borough Housing Authority

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

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

8. Board approves subject to budget appropriations.

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

**Freehold Borough Housing Authority**

**FISCAL YEAR: January 01, 2023 to December 31, 2023**

*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)**  
**Freehold Borough Housing Authority**  
**For the Period: January 01, 2023 to December 31, 2023**

Name	Title	Average Hours per Week Dedicated to Position	Position		Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
			Commissioner	Officer	Key Employee	Former Highest Compensated	Base Salary/ Stipend	Bonus		
1 William Cannon	Chairperson	5 X								\$
2 Stella Mayes	Commissioner	5 X								\$
3 Erika Woods	Commissioner	5 X								\$
4 Ruthann Broxmeyer	Commissioner	5 X								\$
5 Susan Sweetman	Commissioner	5 X								\$
6 Meg Thomann	Commissioner	5 X								\$
7 Joseph Billy	Executive Director	8		X						\$
8										\$
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**  
 Freehold Borough Housing Authority  
 For the Period: January 01, 2023 to December 31, 2023

If no health benefits, check this box:

	# of Covered		Annual Cost	Total Cost	# of Covered		Annual Cost per	Total Current	\$ Increase	% Increase
	Members	(Medical & Rx)			Members	(Medical & Rx)				
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	1		14,842.00	14,842.00	1		11,969.00	11,969.00	2,873.00	24.0%
Parent & Child			-	-			-	-	-	-
Employee & Spouse (or Partner)			-	-			-	-	-	-
Family			-	-			-	-	-	-
Employee Cost Sharing Contribution (enter as negative -)				(5,047.00)				(4,070.00)	(977.00)	24.0%
Subtotal	1			9,795.00	1			7,899.00	1,896.00	24.0%
<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	2		6,235.00	12,470.00	2		5,028.00	10,056.00	2,414.00	24.0%
Parent & Child			-	-			-	-	-	-
Employee & Spouse (or Partner)			-	-			-	-	-	-
Family			-	-			-	-	-	-
Employee Cost Sharing Contribution (enter as negative -)				-			-	-	-	-
Subtotal	2			12,470.00	2			10,056.00	2,414.00	24.0%
<b>GRAND TOTAL</b>	3			22,265.00	3			17,955.00	4,310.00	24.0%

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

Yes
Yes



**FREEHOLD HOUSING AUTHORITY**  
**CALCULATION OF COMPENSATED ABSENCES**  
**F.Y.E. 12/31/21**

EMPLOYEE	SICK DAYS	1) DAILY RATE	SICK PAY	VACATION DAYS	1) DAILY RATE	TOTAL	ACCRUED LEAVE
S. WHETZLER	464.37	\$ 349.05	\$ 10,000	126.86	\$ 349.05	\$ 44,280	54,280
M.FELICIANO	31.36	\$ 191.19	\$ 5,996	40.67	\$ 191.19	\$ 7,776	13,771

TOTAL

\$ 68,052

TIMES FICA RATE

1.0765

TOTAL ACCRUED LEAVE

\$ 73,258

Current	Sharon Miguel	1 Yr 1 Yr	Days	36 \$ 30 \$	349.05 191.19	13,527 6,174
				ST LT		19,703 53,555
						<b>73,258</b>

1) BASED ON 260 WORK DAYS

2) ACCUMULATED SICK PAY IS CAPPED AT \$10,000 PER EMPLOYEE



**2023 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Freehold Borough Housing Authority  
For the Period: January 01, 2023 to December 31, 2023

	<i>FY 2023 Proposed Budget</i>				<i>FY 2022 Adopted Budget</i>		<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	<i>Proposed vs. Adopted</i>	<i>Proposed vs. Adopted</i>
<b>REVENUES</b>								
Total Operating Revenues	\$ 855,500	\$ -	\$ -	\$ -	\$ 855,500	\$ 782,700	\$ 72,800	9.3%
Total Non-Operating Revenues	350	-	-	-	350	350	-	0.0%
Total Anticipated Revenues	855,850	-	-	-	855,850	783,050	72,800	9.3%
<b>APPROPRIATIONS</b>								
Total Administration	264,000	-	-	-	264,000	251,160	12,840	5.1%
Total Cost of Providing Services	577,300	-	-	-	577,300	520,300	57,000	11.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	841,300	-	-	-	841,300	771,460	69,840	9.1%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	-
Total Appropriations and Accumulated Deficit	841,300	-	-	-	841,300	771,460	69,840	9.1%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	841,300	-	-	-	841,300	771,460	69,840	9.1%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 14,550	\$ -	\$ -	\$ -	\$ 14,550	\$ 11,590	\$ 2,960	25.5%





# Appropriations Schedule

**Freehold Borough Housing Authority**  
For the Period: January 01, 2023 to December 31, 2023

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 Adopted Budget</b>		<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>Proposed vs. Adopted</b>	<b>Proposed vs. Adopted</b>
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	92,800				\$ 92,800	\$ 88,460	\$ 4,340	4.9%
Fringe Benefits	58,500				58,500	54,500	4,000	7.3%
Legal	17,000				17,000	16,200	800	4.9%
Staff Training	4,500				4,500	4,500	-	0.0%
Travel	5,000				5,000	5,000	-	0.0%
Accounting Fees	31,500				31,500	30,000	1,500	5.0%
Auditing Fees	4,700				4,700	4,500	200	4.4%
Miscellaneous Administration*	50,000				50,000	48,000	2,000	4.2%
Total Administration	264,000	-	-	-	264,000	251,160	12,840	5.1%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	10,000				10,000	10,000	-	0.0%
Salary & Wages - Maintenance & Operation	69,900				69,900	62,100	7,800	12.6%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	6,900				6,900	6,900	-	0.0%
Fringe Benefits	7,000				7,000	5,500	1,500	27.3%
Tenant Services	2,000				2,000	2,000	-	0.0%
Utilities	220,000				220,000	193,700	26,300	13.6%
Maintenance & Operation	123,000				123,000	115,000	8,000	7.0%
Protective Services					-	-	-	#DIV/0!
Insurance	72,000				72,000	60,000	12,000	20.0%
Payment in Lieu of Taxes (PILOT)	21,900				21,900	20,500	1,400	6.8%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	5,000				5,000	5,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance	35,000				35,000	35,000	-	0.0%
Replacement of Non-Expendible Equipment	4,600				4,600	4,600	-	0.0%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	577,300	-	-	-	577,300	520,300	57,000	11.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	841,300	-	-	-	841,300	771,460	69,840	9.1%
<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>	<b>841,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>841,300</b>	<b>771,460</b>	<b>69,840</b>	<b>9.1%</b>
<b>ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>841,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>841,300</b>	<b>771,460</b>	<b>69,840</b>	<b>9.1%</b>
<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>	<b>\$ 841,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 841,300</b>	<b>\$ 771,460</b>	<b>\$ 69,840</b>	<b>9.1%</b>

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

5% of Total Operating Appropriations      \$ 42,065.00      \$ -      \$ -      \$ -      \$ 42,065.00





## Debt Service Schedule - Interest

Freehold Borough Housing Authority

If authority has no debt check this box:

Fiscal Year Ending in \_\_\_\_\_

	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	Thereafter	Total Interest Payments Outstanding
Debt Leveraging	5,288	3,878	2,468	1,057					7,403
<b>TOTAL INTEREST</b>	<b>5,288</b>	<b>3,878</b>	<b>2,468</b>	<b>1,057</b>	-	-	-	-	<b>7,403</b>
LESS: HUD SUBSIDY	5,288	3,878	2,468	1,057					7,403
<b>NET INTEREST</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	-	-	<b>-</b>

# Net Position Reconciliation

Freehold Borough Housing Authority

For the Period: January 01, 2023 to December 31, 2023

## FY 2023 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 34,283.00	\$ -	\$ -	\$ -	\$ 34,283
Less: Invested in Capital Assets, Net of Related Debt (1)	745,883				745,883
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	157				157
<b>Total Unrestricted Net Position (1)</b>	<b>(711,757)</b>				<b>(711,757)</b>
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	333,651				333,651
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	883,355				883,355
Plus: Estimated Income (Loss) on Current Year Operations (2)	11,590				11,590
Plus: Other Adjustments (attach schedule)					-

**UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET**

Unrestricted Net Position Utilized to Balance Proposed Budget	516,839	-	-	-	516,839
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>	<b>\$ 516,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 516,839</b>
<b>(4)</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	\$ 42,065	\$ -	\$ -	\$ -	\$ 42,065
--	-----------	------	------	------	-----------
- (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

**2023**

**Freehold Borough Housing Authority**

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(Housing Authority Name)

**2023 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

## Freehold Borough Housing Authority

(Housing Authority Name)

**Fiscal Year: January 01, 2023 to December 31, 2023**

*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 Freehold Borough Housing Authority, on December 07, 2022.
- It is hereby certified that the governing body of the Freehold Borough 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 Freehold Borough Housing for the following reason(s):

<b>Officer's Signature:</b>	freeholdha@aol.com
<b>Name:</b>	Joseph Billy
<b>Title:</b>	Executive Director
<b>Address:</b>	107 Throckmorton Street Freehold, NJ 07728
<b>Phone Number:</b>	732-462-2421
<b>Fax Number:</b>	732-409-7075
<b>E-mail Address:</b>	freeholdha@aol.com

# 2023 CAPITAL BUDGET/PROGRAM MESSAGE

Freehold Borough Housing Authority

**Fiscal Year: January 01, 2023 to December 31, 2023**

*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

## Freehold Borough Housing Authority

For the Period: January 01, 2023 to December 31, 2023

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Dwelling Structure	\$ 102,493				\$ 102,493	
Total	102,493	-	-	-	102,493	-
<i>Section 8</i>						
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 102,493</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 102,493</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

**Freehold Borough Housing Authority**  
For the Period: January 01, 2023 to December 31, 2023

		<i>Fiscal Year Beginning in</i>					
		Current Budget					
		Year 2023	2024	2025	2026	2027	2028
		Estimated Total Cost					
<i>Public Housing Management</i>							
Dwelling Structures	\$ 514,741	\$ 102,493	\$ 103,462	\$ 99,934	\$ 129,426	\$ 79,426	
	-	-					
	-	-					
Total	514,741	102,493	103,462	99,934	129,426	79,426	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 514,741</b>	<b>\$ 102,493</b>	<b>\$ 103,462</b>	<b>\$ 99,934</b>	<b>\$ 129,426</b>	<b>\$ 79,426</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

Freehold Borough Housing Authority  
For the Period: January 01, 2023 to December 31, 2023

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Dwelling Structures	\$ 514,741				\$ 514,741	
Total	514,741	-	-	-	514,741	-
<i>Section 8</i>						
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	\$ 514,741	\$ -	\$ -	\$ -	\$ 514,741	\$ -
Total 5 Year Plan per CB-4	\$ 514,741					
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.*