

Fiscal Year Start Year End Year
 2023 – 2024

*Housing Authority Budget of:
Salem Housing Authority*

State Filing Year 2023

For the Period: October 1, 2023 to September 30, 2024

www.salemhousingauthority.org

Housing Authority Web Address



Division of Local Government Services

2023

Salem Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: _____

2023 PREPARER'S CERTIFICATION

Salem Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital annexed hereto, represents the members of the governing body's resolve with respect to statute in that; all 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 assurance that all assertions contained herein are accurate and all required schedules are completed and

Preparer's Signature:	ralph@polcarico.com
Name:	Ralph Polcari
Title:	Fee Accountant
Address:	2035 Hamburg Turnpike - Unit H Wayne, NJ 07470
Phone Number:	(973)831-6969
Fax Number:	(973)831-6972
E-mail Address:	ralph@polcarico.com

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address:	<u>www.salemhousingauthority.org</u>
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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: Karen Upshaw
Title of Officer Certifying Compliance: Executive Director
Signature: kupshaw1salemha@gmail.com

2023 APPROVAL CERTIFICATION

Salem Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Salem Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on July 20, 2023.

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

Officer's Signature:	kupshaw1salemha@gmail.com
Name:	Karen Upshaw
Title:	Executive Director
Address:	205 Seventh Street Salem, NJ 08079
Phone Number:	(609)-816-1624
Fax Number:	(856)-935-5290
E-mail Address:	kupshaw1salemha@gmail.com

2023 HOUSING AUTHORITY BUDGET RESOLUTION

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget for Salem Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 has been presented before the governing body of the Salem Housing Authority at its open public meeting of July 20, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,650,400.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,201,696.00, 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 \$140,000.00 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 if it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend 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 Salem Housing Authority, at an open public meeting held on July 20, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024, 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 Salem Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on August 17, 2023.

(Secretary's Signature)

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Annalisa Moritz				
Akmad Nichols				
Kiersten Westley Henson				
Joyce Lewis				

The Housing Authority of the City of Salem

Resolution No. 37 of 2023

2023 HOUSING AUTHORITY BUDGET RESOLUTION

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget for the Housing Authority of the City of Salem for the fiscal year beginning October 01, 2023 and ending September 30, 2024, has been presented before the governing body of the Housing Authority of the City of Salem at its open public meeting of July 20, 2023; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,650,400.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,201,696.00, 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 \$140,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and,

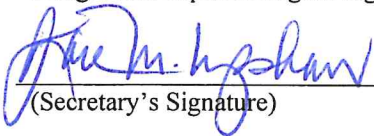
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and,

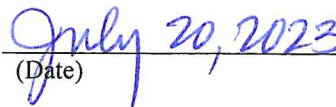
WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this 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 Housing Authority of the City of Salem, at an open public meeting held on July 20, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024, 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 Housing Authority of the City of Salem will consider the Annual Budget and Capital Budget/Program for Adoption on August 24, 2023.


(Secretary's Signature)


(Date)

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols			X			
Commissioner Henson		X	X			
Commissioner Lewis			X			

Use these fields to enter information into the resolution:

Open Public Meeting Date (month day, year):
July 20, 2023

Enter date in cell I9 using mm/dd/yyyy format.

Total Budget Revenues:	\$ 2,650,400.00
Total Budget Appropriations	\$ 2,201,696.00
Unrestricted Net Position Use	\$ -

Total Capital Appropriations	\$ 140,000.00
Total Capital Net Position Us	\$ -

Considered for Adoption Date (month day, year):
August 17, 2023

Enter date in cell IJK33 using mm/dd/yyyy format.

2023 ADOPTION CERTIFICATION

Salem Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is the Budget adopted by the governing body of the Salem Housing Authority, pursuant to N.J.A.C 5:31-2.3, on August 17, 2023.

Officer's Signature:	kupshaw1salemha@gmail.com		
Name:	Karen Upshaw		
Title:	Executive Director		
Address:	205 Seventh Street Salem, NJ 08079		
Phone Number:	(609)-816-1624	Fax:	(856)-935-5290
E-mail address:	kupshaw1salemha@gmail.com		

2023 ADOPTED BUDGET RESOLUTION

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Salem Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 has been presented for adoption before the governing body of the Salem Housing Authority at its open public meeting of August 17, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$2,650,400.00, Total Appropriations, including any Accumulated Deficit, if any, of \$2,201,696.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$140,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Salem Housing Authority at an open public meeting held on August 17, 2023 that the Annual Budget and Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 is hereby adopted and shall constitute appropriate for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item 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
Annalisa Moritz				
Akmad Nichols				
Kiersten Westley Henson				
Joyce Lewis				

The Housing Authority of the City of Salem

Resolution No. 39 of 2023

2023 HOUSING AUTHORITY ADOPTION OF THE BUDGET RESOLUTION

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Salem for the fiscal year beginning October 01, 2023 and ending September 30, 2024 has been presented for adoption before the governing body of the Housing Authority of the City of Salem at its open public meeting of July 20, 2023; and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,


WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$2,650,400.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,201,696.00, and Total Unrestricted Net Position utilized of \$0.00; and, of \$0.00; and,

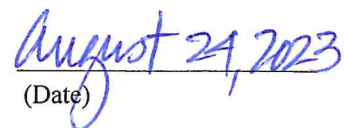
WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$140,000.00 and Total Unrestricted Net Position Utilized of Net Position planned to be utilized as funding thereof, of \$0.00; and,

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the City of Salem at an open public meeting held on August 24, 2023 that the Annual Budget and Capital Budget/Program of the Housing Authority of the City of Salem for the fiscal year beginning October 01, 2023 and ending September 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols			X			
Commissioner Henson			X			
Commissioner Lewis		X	X			


(Secretary's Signature)


(Date)

Use these fields to enter information into the resolution:

Open Public Meeting Date (month day, year):	<i>Enter date in cell I9 using mm/dd/yyyy</i>
August 17, 2023	<i>format.</i>

Total Budget Revenues:	\$ 2,650,400.00
Total Budget Appropriations	\$ 2,201,696.00
Unrestricted Net Position Us	\$ -

Total Capital Appropriation	\$ 140,000.00
Total Capital Net Position Us	\$ -

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

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

1. Complete a brief statement on the Fiscal Year 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.

Budgeted revenues are anticipated to be adequate to cover projected expenses and cover debt service for the fiscal year ending 2024, resulting in a budgeted surplus of \$448,704 from operations. Anticipated revenues total \$2,650,400, an increase of \$481,548 (22.2%) from the prior year budget. Total net appropriations of \$2,201,696 are \$138,088 (6.7%) higher than the prior year budget.

Revenue Variance +/- 10%

HUD operating subsidy is \$1,850,000, or \$472,558 (34.3%), higher than last year, to be more in-line with the current funding level.

HCV Port In Admin fees are \$0, or 100% lower than last year, as the Authority currently has no HCV program portable vouchers.

Expense Variance +/- 10%

Administrative salaries and wages are \$142,117 or 214.0% higher than the prior year budget due to three new hires.

Administrative employee benefits are \$15,301 or 34.8% higher than the prior year budget due to new hires receiving benefits.

Legal expenses are \$21,000 or 45.7% lower than the prior year budget to be more in-line with current expenses.

Misc admin expenses are \$195,000 or 64.1% lower than last year's budget as the authority no longer has a shared services agreement.

Maintenance salaries and wages are \$38,438 or 69.7% higher than the prior year budget due to a new employee.

Maintenance employee benefits are \$50,667 or 83.2% higher than the prior year budget due to a new employee and increased benefit costs.

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

The local / regional economy is not stable but unfortunately depressed which has a negative impact on the residents. It is simply not feasible for the vast majority of residents to earn a living wage in Salem.

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

2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

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

The Authority is required to pay the City of Salem PILOT each year. The calculation is equal to rental revenue less utilities x 10%.

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.

The Authority's 9/30/22 audited total equity is \$2,065,622. Unrestricted net position has a \$757,500 deficit primarily because of the Authority's pension and OPEB liabilities. The Authority would need additional HUD funding or a new revenue stream to eliminate this deficit. The Authority does not anticipate additional deficit in the proposed budget.

(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.

Name of Authority:	Salem Housing Authority		
Federal ID Number:	210742445		
Address:	205 Seventh Street		
City, State, Zip:	Salem	NJ	08079
Phone: (ext.)	(856)-935-5022	Fax:	(856)935-5290

Preparer's Name:	Ralph Polcari		
Preparer's Address:	Polcari & Company, CPAs 2035 Hamburg Turnpike Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	(973)-831-6969	Fax:	(973)-831-6972
E-mail:	ralph@polcarico.com		

Chief Executive Officer*	Karen Upshaw		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	(856)-935-5022	Fax:	(856)-935-5290
E-mail:	kupshaw1salemha@gmail.com		

Chief Financial Officer*	Ralph Polcari		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	(973)-831-6969	Fax:	(973)-831-6972
E-mail:	ralph@polcarico.com		

Name of Auditor:	Anthony Giampaolo		
Name of Firm:	Giampaolo and Associates		
Address:	567 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	(732)-842-4550	Fax:	(732)-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

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)

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

9. Did the Authority pay for meals or catering during the current fiscal year? No
If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No
If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

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

a. First class or charter travel	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)

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

Question 8

The Board of commissioners approves all initial employee salaries based on a comparability analysis prior to the beginning of each fiscal year. Any increase granted during the current year requires Board approval, at which time an additional comparability analysis is performed. All employees are evaluated annually by their immediate supervisor and these evaluations are considered when determining compensation for the next fiscal year.

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

Salem Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

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

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

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

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

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

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

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

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

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

For the Period: October 01, 2023 to September 30, 2024

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
				Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1 Annalisa Moritz	Chairperson	2	Former Highest Compensated Key Employee Officer Commissioner				\$ -	-
2 Akmand Nichols	Vice Chair	2					\$ -	-
3 Kiersten Westley Henson	Commissioner	2					\$ -	-
4 Joyce Lewis	Commissioner	2					\$ -	-
5 Karen Upshaw	Executive Director	25		\$ 95,000.00			\$ 95,000.00	-
6							\$ -	-
7							\$ -	-
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							\$ -	-
				Total:	\$ 95,000.00	\$ -	\$ -	\$ 95,000.00

Schedule of Health Benefits - Detailed Cost Analysis

Salem Housing Authority

For the Period: October 01, 2023 to September 30, 2024

If no health benefits, check this box:

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	3	14,948.40	44,845.20	1	14,948.40	14,948.40	29,896.80	200.0%
Parent & Child	1	26,915.28	26,915.28	1	26,915.28	26,915.28	-	0.0%
Employee & Spouse (or Partner)	2	29,766.00	59,532.00	1	29,766.00	29,766.00	29,766.00	100.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative)			(2,500.00)			(2,500.00)		0.0%
Subtotal	6		128,792.48	3		69,129.68	59,662.80	86.3%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative)								0.0%
Subtotal	0			0				0.0%
Retirees - Health Benefits - Annual Cost								
Single Coverage	1	4,400.16	4,400.16	1	4,400.16	4,400.16	-	0.0%
Parent & Child								0.0%
Employee & Spouse (or Partner)								0.0%
Family								0.0%
Employee Cost Sharing Contribution (enter as negative)								0.0%
Subtotal	1		4,400.16	1		4,400.16	-	0.0%
GRAND TOTAL	7		133,192.64	4		73,529.84	59,662.80	81.1%

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

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

Yes
Yes

**2023 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Salem Housing Authority
For the Period: October 01, 2023 to September 30, 2024

	FY 2023 Proposed Budget				FY 2022 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs			
REVENUES							
Total Operating Revenues	\$ 2,382,450	\$ -	\$ 267,950	\$ -	\$ 2,650,400	\$ 481,548	22.2%
Total Non-Operating Revenues	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	2,382,450	-	267,950	-	2,650,400	481,548	22.2%
APPROPRIATIONS							
Total Administration	371,809	-	39,950	-	411,759	12,968	3.3%
Total Cost of Providing Services	1,561,937	-	228,000	-	1,789,937	125,120	7.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	1,933,746	-	267,950	-	2,201,696	138,088	6.7%
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							#DIV/0!
Total Appropriations and Accumulated Deficit	1,933,746	-	267,950	-	2,201,696	138,088	6.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,933,746	-	267,950	-	2,201,696	138,088	6.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 448,704	\$ -	\$ -	\$ -	\$ 448,704	\$ 343,460	326.3%

Appropriations Schedule

Salem Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	FY 2023 Proposed Budget				FY 2022 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	
					Total All Operations	All Operations	All Operations	
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	183,538		25,000		\$ 208,538	\$ 66,421	\$ 142,117	214.0%
Fringe Benefits	44,271		14,950		59,221	43,920	15,301	34.8%
Legal	25,000				25,000	46,000	(21,000)	-45.7%
Staff Training	4,250				4,250	4,000	250	6.3%
Travel	750				750	750	-	0.0%
Accounting Fees	33,000				33,000	32,200	800	2.5%
Auditing Fees	11,000				11,000	10,500	500	4.8%
Miscellaneous Administration*	70,000		-		70,000	195,000	(125,000)	-64.1%
Total Administration	371,809	-	39,950	-	411,759	398,791	12,968	3.3%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	93,600				93,600	55,162	38,438	69.7%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	111,587				111,587	60,920	50,667	83.2%
Tenant Services	1,000				1,000	1,000	-	0.0%
Utilities	675,000				675,000	626,535	48,465	7.7%
Maintenance & Operation	475,000				475,000	500,200	(25,200)	-5.0%
Protective Services					-	-	-	#DIV/0!
Insurance	195,000				195,000	183,000	12,000	6.6%
Payment in Lieu of Taxes (PILOT)					-	-	-	#DIV/0!
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	10,750				10,750	10,000	750	7.5%
Other General Expense					-	-	-	#DIV/0!
Rents			228,000		228,000	228,000	-	0.0%
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	1,561,937	-	228,000	-	1,789,937	1,664,817	125,120	7.5%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,933,746	-	267,950	-	2,201,696	2,063,608	138,088	6.7%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve					-	-	-	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	1,933,746	-	267,950	-	2,201,696	2,063,608	138,088	6.7%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,933,746	-	267,950	-	2,201,696	2,063,608	138,088	6.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 1,933,746	\$ -	\$ 267,950	\$ -	\$ 2,201,696	\$ 2,063,608	\$ 138,088	6.7%

* 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 \$ 96,687.30 \$ - \$ 13,397.50 \$ - \$ 110,084.80

Prior Year Adopted Appropriations Schedule

Salem Housing Authority

FY 2022 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 66,421				\$ 66,421
Fringe Benefits	43,920				43,920
Legal	46,000				46,000
Staff Training	4,000				4,000
Travel	750				750
Accounting Fees	32,200				32,200
Auditing Fees	10,500				10,500
Miscellaneous Administration*	165,000		30,000		195,000
Total Administration	368,791	-	30,000	-	398,791
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	55,162				55,162
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	60,920				60,920
Tenant Services	1,000				1,000
Utilities	626,535				626,535
Maintenance & Operation	500,200				500,200
Protective Services					-
Insurance	183,000				183,000
Payment in Lieu of Taxes (PILOT)					-
Terminal Leave Payments					-
Collection Losses	10,000				10,000
Other General Expense					-
Rents			228,000		228,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,436,817	-	228,000	-	1,664,817
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	1,805,608	-	258,000	-	2,063,608
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	1,805,608	-	258,000	-	2,063,608
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	1,805,608	-	258,000	-	2,063,608
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 1,805,608	\$ -	\$ 258,000	\$ -	\$ 2,063,608

* 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 \$ 90,280.40 \$ - \$ 12,900.00 \$ - \$ 103,180.40

Debt Service Schedule - Principal

Salem Housing Authority

If authority has no debt check this box:

Date of Local Finance Board Approval	Fiscal Year Ending in							Total Principal Outstanding
	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	
Capital Fund Financing	\$ 100,000	\$ 110,000	\$ 110,000	\$ 55,000				\$ 275,000.00
TOTAL PRINCIPAL	100,000	110,000	110,000	55,000				275,000
LESS: HUD SUBSIDY	100,000	110,000	110,000	55,000				275,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Salem Housing Authority

If authority has no debt check this box:

	Fiscal Year Ending in							Total Interest Payments Outstanding
	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	
Capital Fund Financing	1,645	11,633	6,463	1,290	-	-	-	19,386
TOTAL INTEREST	1,645	11,633	6,463	1,290	-	-	-	19,386
LESS: HUD SUBSIDY	1,645	11,633	6,463	1,290	-	-	-	19,386
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Salem Housing Authority

For the Period: October 01, 2023 to September 30, 2024

FY 2023 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$2,021,037.00	\$ -	\$ 44,585	\$ -	\$ 2,065,622
2,820,522				2,820,522
1,980		620		2,600
(801,465)	-	43,965	-	(757,500)
(247,345)				(247,345)
(1,148,956)				(1,148,956)
448,704		-		448,704
(1,749,062)	-	43,965	-	(1,705,097)
-	-	-	-	-
-	-	-	-	-
\$ (1,749,062)	\$ -	\$ 43,965	\$ -	\$ (1,705,097)

TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

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

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

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

Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)

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

Maximum Allowable Appropriation to Municipality/County \$ 96,687 \$ - \$ 13,398 \$ - \$ 110,085

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2023

Salem Housing Authority

(Housing Authority Name)

**2023 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Salem Housing Authority

(Housing Authority Name)

Fiscal Year: October 01, 2023 to September 30, 2024

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of the governing body of the Salem Housing Authority, on July 20, 2023.

It is hereby certified that the governing body of the Salem 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 Salem Housing Authority, for the following reason(s):

Officer's Signature:	kupshaw1salemha@gmail.com
Name:	Karen Upshaw
Title:	Executive Director
Address:	205 Seventh Street Salem, NJ 08079
Phone Number:	(609)-816-1624
Fax Number:	(856)-935-5290
E-mail Address:	kupshaw1salemha@gmail.com

<u>Approval Date:</u>	7/20/2023
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Enter date in mm/dd/yyyy format.

2023 CAPITAL BUDGET/PROGRAM MESSAGE

Salem Housing Authority

Fiscal Year: October 01, 2023 to September 30, 2024

Answer all questions below using the space provided.

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

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

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

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

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

HUD Funding

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

Provide additional documentation as necessary.

Proposed Capital Budget

Salem Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Playground	\$ 50,000				\$ 50,000	
Exterior Lighting	80,000				80,000	
Pumps/Electrical Upgrades	10,000				10,000	
	-					
Total	140,000	-	-	-	140,000	-
<i>Section 8</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000	\$ -

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

Salem Housing Authority

For the Period: October 01, 2023 to September 30, 2024

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2023	2024	2025	2026	2027	2028
<i>Public Housing Management</i>							
Playground	\$ 50,000	\$ 50,000					
Exterior Lighting	80,000	80,000					
Pumps/Electrical Upgrades	10,000	10,000					
	-	-					
Total	140,000	140,000	-	-	-	-	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -

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

Salem Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Playground	\$ 50,000				\$ 50,000	
Exterior Lighting	80,000				80,000	
Pumps/Electrical Upgrades	10,000				10,000	
	-					
Total	140,000	-	-	-	140,000	-
<i>Section 8</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	<u>\$ 140,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140,000</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ 140,000</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**

Contracting Unit: Salem Housing Authority Year Ending: September 30, 2022

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

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

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

Date

Clerk/Secretary to the Governing Body

Appendix to Budget Document