

Fiscal Year                      Start Year                      End Year  
   2024                      –                      2024

*Housing Authority Budget of:*  
*Glassboro Housing Authority*

State Filing Year                      2024

*For the Period:*                      *January 1, 2024*                      *to*                      *December 31, 2024*

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



*Division of Local Government Services*

**2024 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2024**

Glassboro Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: January 01, 2024 to December 31, 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: 1/18/2024

# 2024 PREPARER'S CERTIFICATION

Glassboro Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 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 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:	gturchi@hagc.org
Name:	Grace Turchi
Title:	Finance Director
Address:	100 Pop Moylan Blvd.
	Deptford, NJ 08096
Phone Number:	856-845-4959 (214)
Fax Number:	856-384-9044
E-mail Address:	gturchi@hagc.org

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying Compliance: Kimberly Gober  
Title of Officer Certifying Compliance: Executive Director  
Signature: kgober@hagc.org

# 2024 APPROVAL CERTIFICATION

Glassboro Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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 Glassboro Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 17, 2023.

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>	kgober@hagc.org
<b>Name:</b>	Kimberly Gober
<b>Title:</b>	Executive Director
<b>Address:</b>	100 Pop Moylan Blvd. Deptford, NJ 08096
<b>Phone Number:</b>	856-845-4959 (215)
<b>Fax Number:</b>	856-384-9044
<b>E-mail Address:</b>	kgober@hagc.org

# 2024 HOUSING AUTHORITY BUDGET RESOLUTION

## Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget for Glassboro Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Glassboro Housing Authority at its open public meeting of October 17, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,292,745.00, Total Appropriations including any Accumulated Deficit, if any, of \$4,435,900.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$233,705.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$310,000.00 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 Glassboro Housing Authority, at an open public meeting held on October 17, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Glassboro Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 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 Glassboro Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 19, 2023.

kgober@hagc.org

(Secretary's Signature)

10/17/2023

(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Jay Lapp	X			
Edward Hutchinson	X			
Shirley Anderson	X			
Andrew Halter	X			
Thuraisingham Mohanakanthan				X
Jacob Hines				X

# 2024 ADOPTION CERTIFICATION

Glassboro Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Glassboro Housing Authority, pursuant to N.J.A.C 5:31-2.3, on December 19, 2023.

<b>Officer's Signature:</b>	kgober@hagc.org		
<b>Name:</b>	Kimberly Gober		
<b>Title:</b>	Executive Director		
<b>Address:</b>	100 Pop Moylan Blvd. Deptford, NJ 08096		
<b>Phone Number:</b>	856-845-4959 (215)	<b>Fax:</b>	856-384-9044
<b>E-mail address:</b>	kgober@hagc.org		



# 2024 ADOPTED BUDGET RESOLUTION

## Glassboro Housing Authority

### FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Glassboro Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Glassboro Housing Authority at its open public meeting of December 19, 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 \$4,292,745.00, Total Appropriations, including any Accumulated Deficit, if any, of \$4,435,900.00, and Total Unrestricted Net Position utilized of \$233,705.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$310,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Glassboro Housing Authority at an open public meeting held on December 19, 2023 that the Annual Budget and Capital Budget/Program of the Glassboro Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 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.

kgober@hagc.org

(Secretary's Signature)

12/19/2023

(Date)

#### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Jay Lapp	X			
Edward Hutchinson				X
Shirley Anderson	X			
Andrew Halter	X			
Thuraisingham Mohanakanthan				X
Jacob Hines	X			

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

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 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 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

(F-2) Revenue: The Housing Authority's funding is subject to federal appropriations.

(F-2) HCV Rental Fee: The Authority's funding is subject to federal appropriations, but due to the new PBVs, we are predicting higher HCV rental fees.

(F-2) Admin Fee: The Authority is subject to federal appropriations and due to the increased PBVs, we should expect more Admin Fees.

(F-4) Appropriations: Audit Fees have been projected to go up across all entities.

- Misc Admin--Management Fee (HAGAC) is increasing due to the management companies' salaries increasing.
- Insurane is predicted to increase substantially according to our agent.
- Collection Loss is projected to be higher due to affect of COVID-19 and tenants not paying their rent.
- Rents are projected to be higheer due to the increase of PBVs.

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

In 2020, the world suffered a pandemic (COVID-19) that is still affecting the state of the logal/regional economy. Staffing has been affected by higher turnover. There have been may issues with the supply chain making things more difficult to find and purchase, as well as higher costs.

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.

To balance the budget.

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 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.

N/A

5. The proposed budget must not reflect an anticipated deficit from 2024 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

N/A- No anticipated deficit from 2023/2023-2024 operations nor a deficit in the most recent audit of YE 2022.

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

# HOUSING AUTHORITY CONTACT INFORMATION

## 2024

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

<b>Name of Authority:</b>	Glassboro Housing Authority		
<i>Federal ID Number:</i>	21-6008418		
<i>Address:</i>	181 Delsea Manor Drive		
<i>City, State, Zip:</i>	Glassboro	NJ	08028
<i>Phone: (ext.)</i>	(856) 881-5212	<i>Fax:</i>	(856) 863-8692

<b>Preparer's Name:</b>			
<i>Preparer's Address:</i>	100 Pop Moylan Blvd.		
<i>City, State, Zip:</i>	Deptford	NJ	08096
<i>Phone: (ext.)</i>		<i>Fax:</i>	856-384-9044
<i>E-mail:</i>			

<b>Chief Executive Officer*</b>	Kimberly Gober		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	856-845-4959 (215)	<i>Fax:</i>	856-384-9044
<i>E-mail:</i>	<a href="mailto:kgober@hagc.org">kgober@hagc.org</a>		

<b>Chief Financial Officer*</b>	Grace Turchi		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	856-845-4959 (214)	<i>Fax:</i>	856-384-9044
<i>E-mail:</i>	<a href="mailto:gturchi@hagc.org">gturchi@hagc.org</a>		

<b>Name of Auditor:</b>	Carol McAllister		
<i>Name of Firm:</i>	Bowman & Company, LLP		
<i>Address:</i>	6 North Broad Street		
<i>City, State, Zip:</i>	Woodbury	NJ	08096
<i>Phone: (ext.)</i>	856-821-6864	<i>Fax:</i>	856-821-6864
<i>E-mail:</i>	<a href="mailto:cmcallister@bowman.cpa">cmcallister@bowman.cpa</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 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:

4

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:

\$ 106,525.76

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

7

(5 or 7 per State statute)

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

0

(Maximum is 2)

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

No

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

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

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

No

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

No

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

No

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

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

No

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

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

**9.** Did the Authority pay for meals or catering during the current fiscal year? Yes  
*If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

**10.** Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? Yes  
*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

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

- |   |    |
|---|----|
| a. First class or charter travel                      | No |
| b. Travel for companions                              | No |
| c. Tax indemnification and gross-up payments          | No |
| d. Discretionary spending account                     | No |
| e. Housing allowance or residence for personal use    | No |
| f. Payments for business use of personal residence    | No |
| g. Vehicle/auto allowance or vehicle for personal use | No |
| h. Health or social club dues or initiation fees      | No |
| i. Personal services (i.e. maid, chauffeur, chef)     | No |

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

**12.** Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes

*If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).*

**13.** Did the Authority make any payments to current or former commissioners or employees for severance or termination? No  
*If "yes", provide explanation, including amount paid.*

**14.** Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No

*If "yes", provide explanation including amount paid.*

**15.** Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No

*If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 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)

Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

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

#8) The Chairman and all board members are unpaid. The Executive Director, Finance Director, AHO Director, and Deputy ED/In-house Counsel are paid through Management Fees to the Housing Authority of Gloucester County.

#9) The Authority provides pizza and/or refreshments for its monthly board meetings, which costs about \$40.00.

#10) The Authority incurred or is anticipating the following travel expenses in 2023:

Edward Hutchinson	4/24/23-4/26/23	NAHRO Conference Registration & Travel in Atlantic City, NJ	
		Lodging	\$199.47
		Meals/Subsistence	\$250.00
		Registration for Conference	\$425.00
		Total:	\$874.47
Total Travel for 2023			<b>\$874.47</b>

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

## Glassboro Housing Authority

**FISCAL YEAR: January 01, 2024 to December 31, 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.



34					\$	-
35					\$	-
	Total:				\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-

## Schedule of Health Benefits - Detailed Cost Analysis

Glassboro Housing Authority

For the Period: January 01, 2024 to December 31, 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)
<b>Active Employees - Health Benefits - Annual Cost</b>							
Single Coverage	2	14,000.00	28,000.00	1	13,707.00	13,707.00	14,293.00
Parent & Child			-			-	-
Employee & Spouse (or Partner)			-			-	-
Family			-			-	-
Employee Cost Sharing Contribution (enter as negative - )			(1,700.00)			(886.00)	(814.00)
<b>Subtotal</b>	<b>2</b>		<b>26,300.00</b>	<b>1</b>		<b>12,821.00</b>	<b>13,479.00</b>
<b>Commissioners - Health Benefits - Annual Cost</b>							
Single Coverage			-			-	-
Parent & Child			-			-	-
Employee & Spouse (or Partner)			-			-	-
Family			-			-	-
Employee Cost Sharing Contribution (enter as negative - )			-			-	-
<b>Subtotal</b>			<b>-</b>			<b>-</b>	<b>-</b>
<b>Retirees - Health Benefits - Annual Cost</b>							
Single Coverage			-			-	-
Parent & Child			-			-	-
Employee & Spouse (or Partner)			-			-	-
Family			-			-	-
Employee Cost Sharing Contribution (enter as negative - )			-			-	-
<b>Subtotal</b>			<b>-</b>			<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>2</b>		<b>26,300.00</b>	<b>1</b>		<b>12,821.00</b>	<b>13,479.00</b>

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

Yes

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

Yes

**% Increase  
(Decrease)**



104.3%

91.9%

105.1%

105.1%

**Glassboro Housing Authority**  
**For the Period: January 01, 2024 to December 31, 2024**

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

If no accumulated absences, check this box:

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Holden, D.	52	\$ 7,702.00	X		
Gallon, S.	-3.5	\$ (382.00)	X		
<b>Total liability for accumulated compensated absences per most recent audit (this page only)</b>		<b>\$ 7,320.00</b>			









**2024 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Glassboro Housing Authority  
For the Period: January 01, 2024 to December 31, 2024

	<b>FY 2024 Proposed Budget</b>					<b>FY 2023 Adopted Budget</b>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	<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>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>								
Total Operating Revenues	\$ -	\$ -	\$ 3,200,550	\$ 1,092,195	\$ 4,292,745	\$ 3,501,995	\$ 790,750	22.6%
Total Non-Operating Revenues	-	-	-	-	-	6,095	(6,095)	-100.0%
Total Anticipated Revenues	-	-	3,200,550	1,092,195	4,292,745	3,508,090	784,655	22.4%
<b>APPROPRIATIONS</b>								
Total Administration	-	-	260,000	607,900	867,900	782,500	85,400	10.9%
Total Cost of Providing Services	-	-	2,850,000	718,000	3,568,000	2,992,700	575,300	19.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	3,110,000	1,325,900	4,435,900	3,775,200	660,700	17.5%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	-	3,110,000	1,325,900	4,435,900	3,775,200	660,700	17.5%
Less: Total Unrestricted Net Position Utilized	-	-	-	233,705	233,705	267,110	(33,405)	-12.5%
Net Total Appropriations	-	-	3,110,000	1,092,195	4,202,195	3,508,090	694,105	19.8%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,550</b>	<b>\$ -</b>	<b>\$ 90,550</b>	<b>\$ -</b>	<b>\$ 90,550</b>	<b>#DIV/0!</b>





# Appropriations Schedule

Glassboro Housing Authority  
For the Period: January 01, 2024 to December 31, 2024

	<b>FY 2024 Proposed Budget</b>					<b>FY 2023 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</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>All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages					\$ -	\$ -	\$ -	#DIV/0!
Fringe Benefits					-	-	-	#DIV/0!
Legal				19,000	19,000	18,000	1,000	5.6%
Staff Training				5,000	5,000	5,000	-	0.0%
Travel				5,000	5,000	5,000	-	0.0%
Accounting Fees				1,900	1,900	1,800	100	5.6%
Auditing Fees			10,000	20,000	30,000	25,700	4,300	16.7%
Miscellaneous Administration*			250,000	557,000	807,000	727,000	80,000	11.0%
Total Administration	-	-	260,000	607,900	867,900	782,500	85,400	10.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				75,000	75,000	80,000	(5,000)	-6.3%
Salary & Wages - Maintenance & Operation				60,000	60,000	66,000	(6,000)	-9.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits				40,000	40,000	40,000	-	0.0%
Tenant Services				8,000	8,000	8,500	(500)	-5.9%
Utilities				225,000	225,000	222,000	3,000	1.4%
Maintenance & Operation				175,000	175,000	175,000	-	0.0%
Protective Services					-	-	-	#DIV/0!
Insurance				84,000	84,000	72,500	11,500	15.9%
Payment in Lieu of Taxes (PILOT)				24,000	24,000	26,000	(2,000)	-7.7%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses				9,000	9,000	700	8,300	1185.7%
Other General Expense					-	-	-	#DIV/0!
Rents			2,850,000		2,850,000	2,285,000	565,000	24.7%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment				18,000	18,000	17,000	1,000	5.9%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	-	-	2,850,000	718,000	3,568,000	2,992,700	575,300	19.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	3,110,000	1,325,900	4,435,900	3,775,200	660,700	17.5%
<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>	-	-	3,110,000	1,325,900	4,435,900	3,775,200	660,700	17.5%
<b>ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	-	-	3,110,000	1,325,900	4,435,900	3,775,200	660,700	17.5%
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other				233,705	233,705	267,110	(33,405)	-12.5%
Total Unrestricted Net Position Utilized	-	-	-	233,705	233,705	267,110	(33,405)	-12.5%
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ -	\$ 3,110,000	\$ 1,092,195	\$ 4,202,195	\$ 3,508,090	\$ 694,105	19.8%

\* 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      \$ -      \$ -      \$ 155,500.00      \$ 66,295.00      \$ 221,795.00









# Prior Year Adopted Appropriations Schedule

## Glassboro Housing Authority

### FY 2023 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages					\$ -
Fringe Benefits					-
Legal				18,000	18,000
Staff Training				5,000	5,000
Travel				5,000	5,000
Accounting Fees				1,800	1,800
Auditing Fees			9,800	15,900	25,700
Miscellaneous Administration*			235,000	492,000	727,000
Total Administration	-	-	244,800	537,700	782,500
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				80,000	80,000
Salary & Wages - Maintenance & Operation				66,000	66,000
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits				40,000	40,000
Tenant Services				8,500	8,500
Utilities				222,000	222,000
Maintenance & Operation				175,000	175,000
Protective Services					-
Insurance			2,500	70,000	72,500
Payment in Lieu of Taxes (PILOT)				26,000	26,000
Terminal Leave Payments					-
Collection Losses				700	700
Other General Expense					-
Rents			2,285,000		2,285,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment				17,000	17,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	-	-	2,287,500	705,200	2,992,700
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	-	-	2,532,300	1,242,900	3,775,200
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	-	-	2,532,300	1,242,900	3,775,200
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	-	-	2,532,300	1,242,900	3,775,200
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other			67,475	199,635	267,110
Total Unrestricted Net Position Utilized	-	-	67,475	199,635	267,110
<b>TOTAL NET APPROPRIATIONS</b>	\$ -	\$ -	\$ 2,464,825	\$ 1,043,265	\$ 3,508,090

\* 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      \$                    -      \$                    -      \$                    126,615.00      \$                    62,145.00      \$                    188,760.00







## Debt Service Schedule - Principal

Glassboro Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending in*

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

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

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

If no rating, type "Not Applicable".

## Debt Service Schedule - Interest

Glassboro Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending in*

	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Total Interest Payments Outstanding
									-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>									-
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-



# Net Position Reconciliation

## Glassboro Housing Authority

For the Period: January 01, 2024 to December 31, 2024

### FY 2024 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 23,584.00	\$ -	\$ 168,184	\$ 2,684,790	\$ 2,876,558
Less: Invested in Capital Assets, Net of Related Debt (1)	23,584			1,602,837	1,626,421
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)			54,657	526,045	580,702
Total Unrestricted Net Position (1)	-	-	113,527	555,908	669,435
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)				242,320	242,320
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	-	-	113,527	798,228	911,755
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	233,705	233,705
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	233,705	233,705
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	\$ -	\$ -	\$ 113,527	\$ 564,523	\$ 678,050

(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      \$ -      \$ -      \$ 155,500      \$ 66,295      \$ 221,795

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

**2024**

**Glassboro Housing Authority**

---

(Housing Authority Name)

**2024 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

## Glassboro Housing Authority

(Housing Authority Name)

**Fiscal Year: January 01, 2024 to December 31, 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 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 Glassboro Housing Authority, on October 17, 2023.
- It is hereby certified that the governing body of the Glassboro 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 Glassboro Housing Authority, for the following reason(s):

<b>Officer's Signature:</b>	kgober@hagc.org
<b>Name:</b>	Kimberly Gober
<b>Title:</b>	Executive Director
<b>Address:</b>	100 Pop Moylan Blvd. Deptford, NJ 08096
<b>Phone Number:</b>	856-845-4959 (215)
<b>Fax Number:</b>	856-384-9044
<b>E-mail Address:</b>	kgober@hagc.org

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

## Glassboro Housing Authority

**Fiscal Year: January 01, 2024 to December 31, 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).

N/A

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

*Provide additional documentation as necessary.*

# Proposed Capital Budget

## Glassboro Housing Authority

For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
	\$ -					
Total	-	-	-	-	-	-
<i>Section 8</i>						
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Delsea Manor	119,350	\$ 119,350				
Williams	71,300	71,300				
Grillo	119,350	119,350				
Total	310,000	-	310,000	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 310,000</b>	<b>\$ -</b>	<b>\$ 310,000</b>	<b>\$ -</b>	<b>\$ -</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

## Glassboro Housing Authority

For the Period: January 01, 2024 to December 31, 2024

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2024	2025	2026	2027	2028	2029
<i>Public Housing Management</i>							
	\$ -	\$ -					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Delsea Manor	477,400	119,350	\$119,350	\$119,350	\$119,350		
Williams	285,200	71,300	71,300	71,300	71,300		
Grillo	477,400	119,350	119,350	119,350	119,350		
	-	-					
Total	1,240,000	310,000	310,000	310,000	310,000	-	-
<b>TOTAL</b>	<b>\$ 1,240,000</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ -</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

## Glassboro Housing Authority

For the Period: January 01, 2024 to December 31, 2024

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>						
	\$	-				
Total		-	-	-	-	-
<i>Section 8</i>						
		-				
Total		-	-	-	-	-
<i>Housing Voucher</i>						
		-				
Total		-	-	-	-	-
<i>Other Programs</i>						
Delsea Manor		477,400				
Williams		285,200	\$477,400			
Grillo		477,400	285,200			
Total		1,240,000	477,400			
Total		1,240,000	-	1,240,000	-	-
<b>TOTAL</b>		<b>\$ 1,240,000</b>	<b>\$ -</b>	<b>\$ 1,240,000</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4		<b>\$ 1,240,000</b>				
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.

