

	<u>Start Year</u>		<u>End Year</u>
Fiscal Year	2025	–	2025

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

State Filing Year 2025

For the Period: January 1, 2025 to December 31, 2025

www.glassborohousing.org
Housing Authority Web Address



Division of Local Government Services

**2025 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2025

Glassboro Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2025 to December 31, 2025

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

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

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

By: _____ Date: 1/8/2025

2025 PREPARER'S CERTIFICATION

Glassboro Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2025 to December 31, 2025

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

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

Preparer's Signature:	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

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

2025 APPROVAL CERTIFICATION

Glassboro Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2025 to December 31, 2025

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Glassboro Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 15, 2024.

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

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

2025 HOUSING AUTHORITY BUDGET RESOLUTION

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

WHEREAS, the Annual Budget for Glassboro Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented before the governing body of the Glassboro Housing Authority at its open public meeting of October 15, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,692,745.00, Total Appropriations including any Accumulated Deficit, if any, of \$4,775,900.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$83,155.00; 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 15, 2024 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, 2025 and ending December 31, 2025, is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Glassboro Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 17, 2024.

kgober@hagc.org

(Secretary's Signature)

10/15/2024

(Date)

Governing Body Recorded Vote

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

2025 ADOPTION CERTIFICATION

Glassboro Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2025 to December 31, 2025

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Glassboro Housing Authority, pursuant to N.J.A.C 5:31-2.3, on December 17, 2024.

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

2025 ADOPTED BUDGET RESOLUTION

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Glassboro Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented for adoption before the governing body of the Glassboro Housing Authority at its open public meeting of December 17, 2024; and

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

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$4,692,745.00, Total Appropriations, including any Accumulated Deficit, if any, of \$4,775,900.00, and Total Unrestricted Net Position utilized of \$83,155.00; 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 17, 2024 that the Annual Budget and Capital Budget/Program of the Glassboro Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

kgober@hagc.org

(Secretary's Signature)

12/17/2024

(Date)

Governing Body Recorded Vote

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

**2025 HOUSING AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION**

2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

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

1. Complete a brief statement on the Fiscal Year 2025 proposed Annual Budget and make comparison to the Fiscal Year 2024 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.

Voucher: The Housing Authority is following the Senate's proposed budget.

(F-4) Appropriations:

Audit Fees were underbudgeted in the prior year and are expected to increase 7% this year.

Salaries & Wages - Tenant Services: In the prior budget year, there weren't two full time employees.

There is also a contracted 2% salary increase for 2025.

Salaries & Wages - Maintenance & Operation: The Housing Authority does not have a Maintenance employee.

Rents: The Housing Authority is following the Senate's proposed budget.

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 local/regional economy. Staffing has been affected by higher turnover. There have been many 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.

2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

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

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

N/A

5. The proposed budget must not reflect an anticipated deficit from 2025 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 2024/2024-2025 operations nor a deficit in the most recent audit of YE 2023.

(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

2025

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

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

Preparer's Name:	Grace Turchi		
Preparer's Address:	100 Pop Moylan Blvd.		
City, State, Zip:	Deptford	NJ	08096
Phone: (ext.)	856-845-4959 (214)	Fax:	856-384-9044
E-mail:	gturchi@hagc.org		

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

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

Name of Auditor:	Michael Thilker		
Name of Firm:	Bowman & Company, LLP		
Address:	601 White Horse Road		
City, State, Zip:	Voorhees	NJ	08043-2493
Phone: (ext.)	856-441-0217	Fax:	
E-mail:	mthilker@bowman.cpa		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

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

5

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:

\$ 55,126.21

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, 2025 to December 31, 2025

9. Did the Authority pay for meals or catering during the current fiscal year?

Yes

If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4?

Yes

If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

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

- a. First class or charter travel
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No

No

No

No

No

No

No

No

No

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

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

Yes

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

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination?

No

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

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?

No

If "yes", provide explanation including amount paid.

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?

No

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE
(CONTINUED)

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

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

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

17. Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations?

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

18. Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE
(CONTINUED)

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

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 montly board meeting, which costs about \$40.00.

10} The Authority incurred or is anticipating the following travel expenses in 2024:

Jacob Hines	4/28/24-5/1/24	NAHRO Conference Registration & Travel in Atlantic City, NJ	
(Commissioner)		Lodging	\$438.45
		Meals/Subsistence	\$444.17
		Registration for Conference	\$745.00
Total Travel for 2024			\$1,627.62

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

Glassboro Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

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

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

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

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

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

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

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

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

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

For the Period: January 01, 2025 to December 31, 2025

[illegible]

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

Schedule of Health Benefits - Detailed Cost Analysis

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

If no health benefits, check this box: ☐

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	14,750.00	14,750.00	1	14,750.00	14,750.00	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			(1,770.00)			(1,770.00)	-	
Subtotal	1		12,980.00	1		12,980.00	-	
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)							-	
Subtotal			-			-	-	
Retirees - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)							-	
Subtotal			-			-	-	
GRAND TOTAL	1		12,980.00	1		12,980.00	-	

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

Yes

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

Yes

Glassboro Housing Authority
ACCUMULATED ABSENCE LIABILITY

If no accumulated absences, check this box: ☐

[illegible]

Glassboro Housing Authority
ACCUMULATED ABSENCE LIABILITY

[illegible]

Glassboro Housing Authority
ACCUMULATED ABSENCE LIABILITY

[illegible]

Glassboro Housing Authority
ACCUMULATED ABSENCE LIABILITY

[illegible]

Schedule of Shared Service Agreements

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

If no shared services, check this box: ☒

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

[illegible]

**2025 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Glassboro Housing Authority
For the Period: January 01, 2025 to December 31, 2025

	FY 2025 Proposed Budget					FY 2024 Adopted Budget	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
REVENUES								
Total Operating Revenues	\$ -	\$ -	\$ 3,560,550	\$ 1,132,195	\$ 4,692,745	\$ 4,292,745	\$ 400,000	9.3%
Total Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	-	-	3,560,550	1,132,195	4,692,745	4,292,745	400,000	9.3%
APPROPRIATIONS								
Total Administration	-	-	364,000	535,400	899,400	867,900	31,500	3.6%
Total Cost of Providing Services	-	-	3,200,000	676,500	3,876,500	3,568,000	308,500	8.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	3,564,000	1,211,900	4,775,900	4,435,900	340,000	7.7%
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	-	-	3,564,000	1,211,900	4,775,900	4,435,900	340,000	7.7%
Less: Total Unrestricted Net Position Utilized	-	-	3,450	79,705	83,155	233,705	(150,550)	-64.4%
Net Total Appropriations	-	-	3,560,550	1,132,195	4,692,745	4,202,195	490,550	11.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,550	\$ (90,550)	-100.0%

Revenue Schedule

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

[illegible]

Prior Year Adopted Revenue Schedule

Glassboro Housing Authority

FY 2024 Adopted Budget

[illegible]

Appropriations Schedule

Glassboro Housing Authority
For the Period: January 01, 2025 to December 31, 2025

						<i>FY 2024 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	FY 2025 Proposed Budget					FY 2024 Adopted Budget		
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages					\$ -	\$ -	\$ -	#DIV/0!
Fringe Benefits					-	-	-	#DIV/0!
Legal				20,500	20,500	19,000	1,500	7.9%
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	1,900	-	0.0%
Auditing Fees			14,000	21,000	35,000	30,000	5,000	16.7%
Miscellaneous Administration*			350,000	482,000	832,000	807,000	25,000	3.1%
Total Administration	-	-	364,000	535,400	899,400	867,900	31,500	3.6%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				85,000	85,000	75,000	10,000	13.3%
Salary & Wages - Maintenance & Operation				-	-	60,000	(60,000)	-100.0%
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	8,000	-	0.0%
Utilities				225,000	225,000	225,000	-	0.0%
Maintenance & Operation				175,000	175,000	175,000	-	0.0%
Protective Services				-	-	-	-	#DIV/0!
Insurance				90,000	90,000	84,000	6,000	7.1%
Payment in Lieu of Taxes (PILOT)				25,000	25,000	24,000	1,000	4.2%
Terminal Leave Payments				-	-	-	-	#DIV/0!
Collection Losses				9,000	9,000	9,000	-	0.0%
Other General Expense				-	-	-	-	#DIV/0!
Rents			3,200,000	-	3,200,000	2,850,000	350,000	12.3%
Extraordinary Maintenance				-	-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment				19,500	19,500	18,000	1,500	8.3%
Property Betterment/Additions				-	-	-	-	#DIV/0!
Miscellaneous COPS*				-	-	-	-	#DIV/0!
Total Cost of Providing Services	-	-	3,200,000	676,500	3,876,500	3,568,000	308,500	8.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	3,564,000	1,211,900	4,775,900	4,435,900	340,000	7.7%
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	-	-	3,564,000	1,211,900	4,775,900	4,435,900	340,000	7.7%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	3,564,000	1,211,900	4,775,900	4,435,900	340,000	7.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other			3,450	79,705	83,155	233,705	(150,550)	-64.4%
Total Unrestricted Net Position Utilized	-	-	3,450	79,705	83,155	233,705	(150,550)	-64.4%
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ 3,560,550	\$ 1,132,195	\$ 4,692,745	\$ 4,202,195	\$ 490,550	11.7%

* 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 \$ - \$ - \$ 178,200.00 \$ 60,595.00 \$ 238,795.00

APPROPRIATION DETAIL PAGE

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

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

[illegible]

APPROPRIATION DETAIL PAGE

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

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

[illegible]

Prior Year Adopted Appropriations Schedule

Glassboro Housing Authority

	FY 2025 Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages					\$ -
Fringe Benefits					-
Legal				19,000	19,000
Staff Training				5,000	5,000
Travel				5,000	5,000
Accounting Fees				1,900	1,900
Auditing Fees			10,000	20,000	30,000
Miscellaneous Administration*			250,000	557,000	807,000
Total Administration	-	-	260,000	607,900	867,900
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				75,000	75,000
Salary & Wages - Maintenance & Operation				60,000	60,000
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits				40,000	40,000
Tenant Services				8,000	8,000
Utilities				225,000	225,000
Maintenance & Operation				175,000	175,000
Protective Services					-
Insurance				84,000	84,000
Payment in Lieu of Taxes (PILOT)				24,000	24,000
Terminal Leave Payments					-
Collection Losses				9,000	9,000
Other General Expense					-
Rents			2,850,000		2,850,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment				18,000	18,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	-	-	2,850,000	718,000	3,568,000
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	-	-	3,110,000	1,325,900	4,435,900
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	-	-	3,110,000	1,325,900	4,435,900
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	3,110,000	1,325,900	4,435,900
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other				233,705	233,705
Total Unrestricted Net Position Utilized	-	-	-	233,705	233,705
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ 3,110,000	\$ 1,092,195	\$ 4,202,195

* 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

APPROPRIATION DETAIL PAGE

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

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

[illegible]

APPROPRIATION DETAIL PAGE

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

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

[illegible]

APPROPRIATION DETAIL PAGE

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

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

[illegible]

Debt Service Schedule - Principal

Glassboro Housing Authority

If authority has no debt check this box: ☒

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

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

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

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Glassboro Housing Authority

If authority has no debt check this box: ☒

Fiscal Year Ending in

	2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Total Interest Payments Outstanding
									-
									-
									-
									-
									-
									-
									-
									-
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									-
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

FY 2025 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 23,584.00	\$ -	\$ 96,059	\$ 2,564,649	\$ 2,684,292
Less: Invested in Capital Assets, Net of Related Debt (1)	23,584			1,582,457	1,606,041
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)				570,864	570,864
Total Unrestricted Net Position (1)	-	-	96,059	411,328	507,387
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)				223,511	223,511
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	-	-	96,059	634,839	730,898
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	3,450	79,705	83,155
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	3,450	79,705	83,155
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ -	\$ -	\$ 92,609	\$ 555,134	\$ 647,743

(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 \$ - \$ - \$ 178,200 \$ 60,595 \$ 238,795

(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.

2025

Glassboro Housing Authority

(Housing Authority Name)

**2025 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2025 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Glassboro Housing Authority

(Housing Authority Name)

Fiscal Year: January 01, 2025 to December 31, 2025

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

☒ It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Glassboro Housing Authority, on October 15, 2024.

☐ 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):

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

2025 CAPITAL BUDGET/PROGRAM MESSAGE

Glassboro Housing Authority

Fiscal Year: January 01, 2025 to December 31, 2025

Answer all questions below using the space provided.

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

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

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

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

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

N/A

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

Provide additional documentation as necessary.

Proposed Capital Budget

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
	\$ -					
	-					
	-					
	-					
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	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 310,000	\$ -	\$ 310,000	\$ -	\$ -	\$ -

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

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

		<i>Fiscal Year Beginning in</i>					
	Estimated Total Cost	Current Budget Year 2025	2026	2027	2028	2029	2030
<i>Public Housing Management</i>							
	\$ -	\$ -					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Delsea Manor	358,050	119,350	\$ 119,350	\$ 119,350			
Williams Grillo	213,900	71,300	71,300	71,300			
	358,050	119,350	119,350	119,350			
	-	-					
Total	930,000	310,000	310,000	310,000	-	-	-
TOTAL	\$ 930,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ -	\$ -	\$ -

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

Glassboro Housing Authority

For the Period: January 01, 2025 to December 31, 2025

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
	\$ -					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Section 8</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Delsea Manor	358,050		\$ 358,050			
Williams	213,900		213,900			
Grillo	358,050		358,050			
	-					
Total	930,000	-	930,000	-	-	-
TOTAL	\$ 930,000	\$ -	\$ 930,000	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 930,000					
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: Glassboro Housing Authority Year Ending: December 31, 2023

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

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

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

10/15/2024

Date

kgober@hagc.org

Clerk/Secretary to the Governing Body