



**2023 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2023**

Collingswood Housing Authority

**HOUSING AUTHORITY BUDGET**

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

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

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

**CERTIFICATION OF ADOPTED BUDGET**

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

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

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

# 2023 PREPARER'S CERTIFICATION

Collingswood Housing Authority

## HOUSING AUTHORITY BUDGET

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

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

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

Preparer's Signature:	davidciarroccacpa@gmail.com
Name:	David W. Ciarrocca, C.P.A., LLC
Title:	C.P.A.
Address:	1930 Wood Road Scotch Plains, N.J. 07076-2634
Phone Number:	732-591-2300
Fax Number:	732-591-2525
E-mail Address:	davidciarroccacpa@gmail.com

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address: www.collingswoodhousingauthority.com

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:  
Title of Officer Certifying Compliance:  
Signature:

Mark J. Lonetto  
Executive Director  
habofc@comcast.net

# 2023 APPROVAL CERTIFICATION

Collingswood Housing Authority

## HOUSING AUTHORITY BUDGET

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

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Collingswood Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on December 13, 2022.

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

<b>Officer's Signature:</b>	habofc@comcast.net
<b>Name:</b>	Mark J. Lonetto
<b>Title:</b>	Executive Director
<b>Address:</b>	30 Washington Avenue Collingswood, N.J. 08108
<b>Phone Number:</b>	856-854-1077
<b>Fax Number:</b>	856-854-8283
<b>E-mail Address:</b>	habofc@comcast.net

# 2023 HOUSING AUTHORITY BUDGET RESOLUTION

## Collingswood Housing Authority

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

WHEREAS, the Annual Budget for Collingswood Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented before the governing body of the Collingswood Housing Authority at its open public meeting of December 13, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$961,478.00, Total Appropriations including any Accumulated Deficit, if any, of \$958,469.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$370,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$180,000.00; 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 Collingswood Housing Authority, at an open public meeting held on December 13, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Collingswood Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023, 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 Collingswood Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on January 17, 2023.

  
 habofc@comcast.net  
 (Secretary's Signature)

12/13/2022  
 (Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Bradford Stokes	✓			
Barbara Pine				✓
Robert Rodriguez	✓			
Robert Tonsberg	✓			
John E. Warne III				✓
Suzanne Ollek	✓			

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

# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Collingswood Housing Authority

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

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

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

See the attached.

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

The state of the economy may affect resident income increasing the dependence on Operating Subsidy.

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

N/A

# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Collingswood Housing Authority

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

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

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

P.I.L.O.T. payments are made consistent with the cooperation agreement between the authority and municipality.

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

N/A

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

# HOUSING AUTHORITY CONTACT INFORMATION

## 2023

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

<b>Name of Authority:</b>	Collingswood Housing Authority		
<b>Federal ID Number:</b>	22-2164426		
<b>Address:</b>	30 Washington Avenue		
<b>City, State, Zip:</b>	Collingswood	N.J.	08108
<b>Phone: (ext.)</b>	856-854-1077	<b>Fax:</b>	856-854-8283

<b>Preparer's Name:</b>	David W. Ciarrocca, C.P.A., LLC		
<b>Preparer's Address:</b>	1930 Wood Road		
<b>City, State, Zip:</b>	Scotch Plains	N.J.	07076-2634
<b>Phone: (ext.)</b>	732-591-2300	<b>Fax:</b>	732-591-2525
<b>E-mail:</b>	davideciarroccacpa@gmail.com		

<b>Chief Executive Officer*</b>	Mark J. Lonetto		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	856-854-1077	<b>Fax:</b>	856-854-8283
<b>E-mail:</b>	habofc@comcast.net		

<b>Chief Financial Officer*</b>	Mark J. Lonetto		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	856-854-1077	<b>Fax:</b>	856-854-8283
<b>E-mail:</b>	habofc@comcast.net		

<b>Name of Auditor:</b>	Francis J. McConnell, C.P.A.		
<b>Name of Firm:</b>	Francis J. McConnell, C.P.A.		
<b>Address:</b>	6225 Rising Sun Avenue		
<b>City, State, Zip:</b>	Philadelphia	PA.	19111
<b>Phone: (ext.)</b>	215-742-3428	<b>Fax:</b>	215-742-7065
<b>E-mail:</b>	www.fmconnell.com		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Collingswood Housing Authority

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

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

8

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:

\$ 228,679.00

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

7

(5 or 7 per State statute)

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

0

(Maximum is 2)

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

No

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

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

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

No

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

No

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

No

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

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

No

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

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Collingswood Housing Authority

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

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

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

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

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

Collingswood Housing Authority

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

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?  No

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

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

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

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Collingswood Housing Authority

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

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

Compensation is based on employee evaluations and fund availability.

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

**Collingswood Housing Authority**

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

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

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

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

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

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

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

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

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

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

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

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

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
			Commissioner	Officer	Key Employee	Highest Compensated	Former	Base Salary/ Stipend	Bonus		
1 Mark J. Lonetto	Executive Director	35			X						\$ 15,000.00
2 Bradford Stokes	Board Chairman	2	X								\$ -
3 Barbara Pine	Commissioner	2	X								\$ -
4 Robert Rodriguez	Commissioner	2	X								\$ -
5 Robert Tonsberg	Commissioner	2	X								\$ -
6 John E. Warne III	Commissioner	2	X								\$ -
7 Suzanne Ollek	Commissioner	2	X								\$ -
8											\$ -
9											\$ -
10											\$ -
11											\$ -
12											\$ -
13											\$ -
14											\$ -
15											\$ -
16											\$ -
17											\$ -
18											\$ -
19											\$ -
20											\$ -
21											\$ -
22											\$ -
23											\$ -
24											\$ -
25											\$ -
26											\$ -
27											\$ -
28											\$ -
29											\$ -
30											\$ -
31											\$ -
32											\$ -
33											\$ -
34											\$ -
35											\$ -
Total:										\$ 15,000.00	\$ 15,000.00

# Schedule of Health Benefits - Detailed Cost Analysis

Collingswood Housing Authority

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

If no health benefits, check this box:

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>							
Single Coverage	1	24,623.00	1	23,450.00	23,450.00	1,173.00	5.0%
Parent & Child		-		-	-	-	-
Employee & Spouse (or Partner)	1	12,311.00	1	11,725.00	11,725.00	586.00	5.0%
Family		-		-	-	-	-
Employee Cost Sharing Contribution (enter as negative -)		(7,875.00)		(7,500.00)	(7,500.00)	(375.00)	5.0%
Subtotal	2	29,059.00	2	27,675.00	27,675.00	1,384.00	5.0%
<b>Commissioners - Health Benefits - Annual Cost</b>							
Single Coverage		-		-	-	-	-
Parent & Child		-		-	-	-	-
Employee & Spouse (or Partner)		-		-	-	-	-
Family		-		-	-	-	-
Employee Cost Sharing Contribution (enter as negative -)		-		-	-	-	-
Subtotal		-		-	-	-	-
<b>Retirees - Health Benefits - Annual Cost</b>							
Single Coverage		-		-	-	-	-
Parent & Child		-		-	-	-	-
Employee & Spouse (or Partner)		-		-	-	-	-
Family		-		-	-	-	-
Employee Cost Sharing Contribution (enter as negative -)		-		-	-	-	-
Subtotal		-		-	-	-	-
<b>GRAND TOTAL</b>	<b>2</b>	<b>29,059.00</b>	<b>2</b>	<b>27,675.00</b>	<b>27,675.00</b>	<b>1,384.00</b>	<b>5.0%</b>

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





**2023 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

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

	FY 2023 Proposed Budget				FY 2022 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		
<b>REVENUES</b>								
Total Operating Revenues	\$ 908,778	\$ -	\$ -	\$ -	\$ 908,778	\$ 901,356	\$ 7,422	0.8%
Total Non-Operating Revenues	52,700	-	-	-	52,700	81,640	(28,940)	-35.4%
Total Anticipated Revenues	961,478	-	-	-	961,478	982,996	(21,518)	-2.2%
<b>APPROPRIATIONS</b>								
Total Administration	231,392	-	-	-	231,392	225,055	6,337	2.8%
Total Cost of Providing Services	727,077	-	-	-	727,077	744,353	(17,276)	-2.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	958,469	-	-	-	958,469	969,408	(10,939)	-1.1%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	958,469	-	-	-	958,469	969,408	(10,939)	-1.1%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	958,469	-	-	-	958,469	969,408	(10,939)	-1.1%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 3,009	\$ -	\$ -	\$ -	\$ 3,009	\$ 13,588	\$ (10,579)	-77.9%





# Appropriations Schedule

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

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	121,422				\$ 121,422	\$ 119,555	\$ 1,867	1.6%
Fringe Benefits	34,770				34,770	35,750	(980)	-2.7%
Legal	12,500				12,500	12,600	(100)	-0.8%
Staff Training	4,500				4,500	3,000	1,500	50.0%
Travel	1,500				1,500	1,000	500	50.0%
Accounting Fees	17,200				17,200	16,000	1,200	7.5%
Auditing Fees	5,500				5,500	5,300	200	3.8%
Miscellaneous Administration*	34,000				34,000	31,850	2,150	6.8%
Total Administration	<u>231,392</u>				<u>231,392</u>	<u>225,055</u>	<u>6,337</u>	<u>2.8%</u>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	82,377				82,377	86,834	(4,457)	-5.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	9,153				9,153	9,648	(495)	-5.1%
Fringe Benefits	26,230				26,230	29,250	(3,020)	-10.3%
Tenant Services	25,000				25,000	25,000	-	0.0%
Utilities	197,200				197,200	196,000	1,200	0.6%
Maintenance & Operation	127,000				127,000	125,000	2,000	1.6%
Protective Services	1,100				1,100	1,100	-	0.0%
Insurance	43,500				43,500	40,000	3,500	8.8%
Payment in Lieu of Taxes (PILOT)	27,017				27,017	26,221	796	3.0%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	500				500	500	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance	180,000				180,000	196,800	(16,800)	-8.5%
Replacement of Non-Expendible Equipment	8,000				8,000	8,000	-	0.0%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	<u>727,077</u>				<u>727,077</u>	<u>744,353</u>	<u>(17,276)</u>	<u>-2.3%</u>
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	<u>958,469</u>				<u>958,469</u>	<u>969,408</u>	<u>(10,939)</u>	<u>-1.1%</u>
<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>	<u>958,469</u>				<u>958,469</u>	<u>969,408</u>	<u>(10,939)</u>	<u>-1.1%</u>
<b>ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<u>958,469</u>				<u>958,469</u>	<u>969,408</u>	<u>(10,939)</u>	<u>-1.1%</u>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized					-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<u>\$ 958,469</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 958,469</u>	<u>\$ 969,408</u>	<u>\$ (10,939)</u>	<u>-1.1%</u>

\* 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      \$ 47,923.45      \$ -      \$ -      \$ -      \$ 47,923.45

# Prior Year Adopted Appropriations Schedule

## Collingswood Housing Authority

### FY 2022 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 119,555				\$ 119,555
Fringe Benefits	35,750				35,750
Legal	12,600				12,600
Staff Training	3,000				3,000
Travel	1,000				1,000
Accounting Fees	16,000				16,000
Auditing Fees	5,300				5,300
Miscellaneous Administration*	31,850				31,850
Total Administration	225,055	-	-	-	225,055
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	86,834				86,834
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	9,648				9,648
Fringe Benefits	29,250				29,250
Tenant Services	25,000				25,000
Utilities	196,000				196,000
Maintenance & Operation	125,000				125,000
Protective Services	1,100				1,100
Insurance	40,000				40,000
Payment in Lieu of Taxes (PILOT)	26,221				26,221
Terminal Leave Payments					-
Collection Losses	500				500
Other General Expense					-
Rents					-
Extraordinary Maintenance	196,800				196,800
Replacement of Non-Expendible Equipment	8,000				8,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	744,353	-	-	-	744,353
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	969,408	-	-	-	969,408
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	969,408	-	-	-	969,408
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	969,408	-	-	-	969,408
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 969,408	\$ -	\$ -	\$ -	\$ 969,408

\* 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	\$ 48,470.40	\$ -	\$ -	\$ -	\$ 48,470.40
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# Debt Service Schedule - Principal

Collingswood Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending in*

	Date of Local Finance Board Approval	2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	Thereafter	Total Principal Outstanding
TOTAL PRINCIPAL										\$
LESS: HUD SUBSIDY										\$
NET PRINCIPAL										\$

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

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

If no rating, type "Not Applicable".

**Debt Service Schedule - Interest**  
Collingswood Housing Authority

If authority has no debt check this box:

		Fiscal Year Ending in						Total Interest Payments Outstanding		
		2022 (Adopted Budget)	2023 (Proposed Budget)	2024	2025	2026	2027	2028	Thereafter	
<b>TOTAL INTEREST</b>										
<b>LESS: HUD SUBSIDY</b>										
<b>NET INTEREST</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$

# Net Position Reconciliation

Collingswood Housing Authority

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

## FY 2023 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 1,522,212.00	\$ -	\$ -	\$ -	\$ 1,522,212
Less: Restricted for Debt Service Reserve (1)	1,247,058	-	-	-	1,247,058
Less: Other Restricted Net Position (1)	-	-	-	-	-
Total Unrestricted Net Position (1)	275,154	-	-	-	275,154
Less: Designated for Non-Operating Improvements & Repairs	-	-	-	-	-
Less: Designated for Rate Stabilization	-	-	-	-	-
Less: Other Designated by Resolution	-	-	-	-	-
Plus: Accrued Unfunded Pension Liability (1)	385,453	-	-	-	385,453
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>	660,607	-	-	-	660,607
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	180,000	-	-	-	180,000
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	180,000	-	-	-	180,000
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 480,607	\$ -	\$ -	\$ -	\$ 480,607

(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 \$ 47,923 \$ - \$ - \$ 47,923

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

**2023**

**Collingswood Housing Authority**

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(Housing Authority Name)

**2023 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Collingswood Housing Authority**

(Housing Authority Name)

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

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Collingswood Housing Authority, on December 13, 2022.

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



<b>Officer's Signature:</b>	habofc@comcast.net
<b>Name:</b>	Mark J. Lonetto
<b>Title:</b>	Executive Director
<b>Address:</b>	30 Washington Avenue Collingswood, N.J. 08108
<b>Phone Number:</b>	856-854-1077
<b>Fax Number:</b>	856-854-8283
<b>E-mail Address:</b>	habofc@comcast.net

# 2023 CAPITAL BUDGET/PROGRAM MESSAGE

## Collingswood Housing Authority

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

*Answer all questions below using the space provided.*

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (this may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these projects?  No

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?  Yes

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

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?  Yes

*Provide additional documentation as necessary.*

# Proposed Capital Budget

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

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Public Housing Management</i>					
Operations/Structures & Facilities	\$ 190,000				\$ 190,000
Generator	180,000	180,000			
Total	370,000	180,000	-	-	190,000
<i>Section 8</i>					
	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
	-				
Total	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 370,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</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

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

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2023	2024	2025	2026	2027	2028
<i>Public Housing Management</i>							
Operations/Structures & Facilities	\$ 1,140,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000
Generator	180,000	180,000					
	-	-					
Total	1,320,000	370,000	190,000	190,000	190,000	190,000	190,000
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
Total	-	-					
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
Total	-	-					
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
Total	-	-					
<b>TOTAL</b>	<b>\$ 1,320,000</b>	<b>\$ 370,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</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

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

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Operations/Structures & Facilities	\$ 1,140,000					
Generator	180,000					
Total	1,320,000					
<i>Section 8</i>						
	-					
	-					
	-					
Total	-					
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-					
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-					
<b>TOTAL</b>	\$ 1,320,000	\$ 180,000	\$ -	\$ -	\$ 1,140,000	\$ -
Total 5 Year Plan per CB-4	\$ 1,320,000					
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.*

COLLINGSWOOD HOUSING AUTHORITY

EXPLANATION OF BUDGET VARIANCES

SUPPLEMENT TO PAGE N-1

3/31/24

BUDGET ITEM	PERCENTAGE INCREASE/ (DECREASE)	EXPLANATION
HUD OPERATING SUBSIDY	-12.10%	DECREASE IN HUD APPROPRIATION
HUD C.F.P. OPERATIONS	20.30%	INCREASE IN HUD APPROPRIATION
ANTENNA RENTALS	-40.80%	NO LONGER RECEIVE PAYMENT FROM CLEARVIEW
STAFF TRAINING & TRAVEL	50.00%	COMMENCEMENT OF POST PANDEMIC TRAVEL
FRINGE BENEFIT	-10.30%	DUE TO EMPLOYEE RETIREMENT

del Duore

\$885.00

TAKE ORDER LEFT OR TAKE OUT

Server: 2    Guest: 1    Party: 1

APPT - SOUP/SAL - SNACK - VEG/POT - DESSERT - BEV

1	1/2 Chicken	6.00
2	1/2 Chicken	6.00
3	1/2 Chicken	6.00
4	1/2 Chicken	6.00
5	1/2 Chicken	6.00
6	1/2 Chicken	6.00
7	1/2 Chicken	6.00
8	1/2 Chicken	6.00
9	1/2 Chicken	6.00
10	1/2 Chicken	6.00
11	1/2 Chicken	6.00
12	1/2 Chicken	6.00
13	1/2 Chicken	6.00
14	1/2 Chicken	6.00
15	1/2 Chicken	6.00

Thank You!

Subtotal: 688.10

Tax: 16.10

Total: 704.20