

**KEANSBURG HOUSING AUTHORITY
HOUSING PROGRAMS
BUDGET WORKSHEETS**

ACCOUNT NAME	ACTUAL 9/30/2023	BUDGET 9/30/2024	BUDGET 9/30/2025
INTEREST INCOME	4,631	1,800	32,000
SECTION 8 ADMIN FEES	475,609	432,000	440,000
SECTION 8 HAP FEES	3,726,171	3,932,000	4,100,000
OTHER INCOME	51,361	49,000	42,000
TOTAL INCOME	4,257,772	4,414,800	4,614,000
ADMINISTRATIVE SALARIES	92,390	100,300	105,700
LEGAL	11,400	12,600	13,000
TRAINING/TRAVEL	5,918	6,500	10,000
AUDITING	6,676	8,000	7,500
ACCOUNTING	15,200	17,600	18,000
SUNDRY	121,033	122,000	130,000
TOTAL ADMIN.	252,617	267,000	284,200
UTILITIES	0	5,000	5,000
TOTAL UTILITIES	0	5,000	5,000
INSURANCE	16,521	17,400	21,000
EMPLOYEE BENEFIT CONTR.	69,144	77,790	84,190
HAP PAYMENTS	3,726,171	3,932,000	4,100,000
PORTABLE FEES	2,762	2,400	2,600
EQUIPMENT	0	5,000	5,000
TOTAL GENERAL	3,814,598	4,034,590	4,212,790
TOTAL EXPENDITURES	4,067,215	4,306,590	4,501,990
RESIDUAL RECEIPTS(DEFICIT)	190,557	108,210	112,010
OPEB/PENSION ADJUSTMENT	40,547	0	0
RESERVE - OCTOBER 1ST	-98,542	132,562	240,772
RESERVE - SEPTEMBER 30TH	132,562	240,772	352,782

Fiscal Year Start Year End Year
 2024 – **2025**

Housing Authority Budget of:
Keansburg Housing Authority

State Filing Year **2025**

For the Period: *October 1, 2024* *to* *September 30, 2025*

www.keansburgha.org
Housing Authority Web Address



Division of Local Government Services

**2025 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2025

Keansburg Housing Authority

HOUSING AUTHORITY BUDGET

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

2025 PREPARER'S CERTIFICATION

Keansburg Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2024 to September 30, 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:	tfurlong@perthamboyha.org
Name:	Thomas Furlong
Title:	Director of Financial Operations
Address:	881 Amboy Avenue PO Box 390
	Perth Amboy, NJ 08862
Phone Number:	732-826-3118
Fax Number:	732-826-3111
E-mail Address:	tfurlong@perthamboyha.org

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

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

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

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

Name of Officer Certifying Compliance: Douglas Dzema
Title of Officer Certifying Compliance: Executive Director
Signature: ddzema@perthamboyha.org

2025 APPROVAL CERTIFICATION

Keansburg Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2024 to September 30, 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 Keansburg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on July 10, 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:	ddzema@perthamboyha.org
Name:	Douglas Dzema
Title:	Executive Director
Address:	881 Amboy Avenue PO Box 390 Perth Amboy, NJ 08862
Phone Number:	732-826-3114
Fax Number:	732-826-3111
E-mail Address:	ddzema@perthamboyha.org

2025 HOUSING AUTHORITY BUDGET RESOLUTION

Keansburg Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

WHEREAS, the Annual Budget for Keansburg Housing Authority for the fiscal year beginning October 01, 2024 and ending September 30, 2025 has been presented before the governing body of the Keansburg Housing Authority at its open public meeting of July 10, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,614,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$4,501,990.00, 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 \$0.00 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 Keansburg Housing Authority, at an open public meeting held on July 10, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Keansburg Housing Authority for the fiscal year beginning October 01, 2024 and ending September 30, 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 Keansburg Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on September 11, 2024.

ddzema@perthamboyha.org

(Secretary's Signature)

7/10/2024

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Diane Nelson				
Carol DeBlasio				
Mary Foley				
Colleen Beattie				
Tammy Carrier				
Yolanda Ann Commarato				
Matthew Kitchen				

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

2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Keansburg Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 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 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

Variances:
Operating Revenue:
Portable Admin Fees (-14.6%) PHA is administering less portables than prior year
Interest +1677.80%-increased interest rates resulted in higher interest earnings
Operating Appropriations:
Staff Training/Travel+42.9% & +66.7%-New rules and regulations for HOTMA/NSPIRE will result in additional training and travel costs
Insurance+20.7%-expected increase in insurance premiums

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

None

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

N/A

2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Keansburg Housing Authority

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

None

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

PHA has enough reserves to pay its GASB 68/75 liability

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

HOUSING AUTHORITY CONTACT INFORMATION

2025

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

Name of Authority:	Keansburg Housing Authority		
<i>Federal ID Number:</i>	22-1757617		
<i>Address:</i>	1 Church Street		
<i>City, State, Zip:</i>	Keansburg	NJ	07734
<i>Phone: (ext.)</i>	732-787-6151	<i>Fax:</i>	732-787-5204

Preparer's Name:	Thomas Furlong		
<i>Preparer's Address:</i>	881 Amboy Ave PO Box 390		
<i>City, State, Zip:</i>	Perth Amboy	NJ	08862
<i>Phone: (ext.)</i>	732-826-3118	<i>Fax:</i>	732-826-3111
<i>E-mail:</i>	tfurlong@perthamboyha.org		

Chief Executive Officer*	Douglas Dzema		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	732-826-3114	<i>Fax:</i>	732-826-3111
<i>E-mail:</i>	ddzema@perthamboyha.org		

Chief Financial Officer*	Thomas Furlong		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	732-826-3118	<i>Fax:</i>	732-826-3111
<i>E-mail:</i>	tfurlong@perthamboyha.org		

Name of Auditor:	Francis J McConnell		
<i>Name of Firm:</i>	Francis J McConnell CPA		
<i>Address:</i>	6225 Rising Sun Avenue		
<i>City, State, Zip:</i>	Philadelphia	PA	19111
<i>Phone: (ext.)</i>	215-742-3428	<i>Fax:</i>	
<i>E-mail:</i>	fjmconell29@outlook.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Keansburg Housing Authority

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

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

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

(5 or 7 per State statute)

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

(Maximum is 2)

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

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

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

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

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

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

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

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

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

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

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Keansburg Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 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	No
b. Travel for companions	No
c. Tax indemnification and gross-up payments	No
d. Discretionary spending account	No
e. Housing allowance or residence for personal use	No
f. Payments for business use of personal residence	No
g. Vehicle/auto allowance or vehicle for personal use	No
h. Health or social club dues or initiation fees	No
i. Personal services (i.e. maid, chauffeur, chef)	No

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

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

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

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

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

If "yes", provide explanation including amount paid.

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

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

KEANSBURG HOUSING AUTHORITY
TRAVEL EXPENSES
OCTOBER 1, 2023 TO PRESENT

DATE	PERSON TRAVELING	CHECK #	AMOUNT	PURPOSE		
March 2024	See below	106540	1,240.00	MARC NAHRO Conference Atlantic City NJ		Fee for 3 attendees
				April 28th, 2024-May 1st, 2024		
May 2024	Diana Albino	106583	740.89	MARCNAHRO Conference Expenses		Food/Per Diem/Incidentals/Mileage
May 2024	Diane Nelson	106584	701.18	MARCNAHRO Conference Expenses		Food/Per Diem/Incidentals/Mileage
May 2024	Carol DeBlasio	106582	618.45	MARCNAHRO Conference Expenses		Food/Per Diem/Incidentals/Mileage

Housing Authority of the Borough of Keansburg
Invoice History Report
Invoices 12/1/2023 to 12/31/2023

Filter Criteria Includes: 1) Program: All Programs, 2) Aging Through: 6/21/2024

Vendor Name	Invoice Date	Invoice #	Invoice Description	Amount	Paid Date	Aging
Program: Section 8 Voucher						
Douglas G. Dzema	12/14/2023	Reimbursement Dec 2023	Board of Commissioners Holiday Meeting Dinner	\$863.71	12/14/2023	
				Total Amount:	<u>\$863.71</u>	
				Grand Total:	\$863.71	

End of Report

Unposted Invoice Audit Report
Program: Section 8 Voucher
Printed By RaeAnne Kukulski on 5/2/2024

Period	Vendor	Invoice Number	Date	Description	Amount
	Douglas G. Dzema	Reimbursement 5/2024	5/2/2024	Reimbursement Reorganization Meeting 5/1/2024	\$1,029.86
Total:					\$1,029.86

Vendor Summary

Vendor	Count	Amount
Douglas G. Dzema	1	\$1,029.86
Total:	1	\$1,029.86

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Keansburg Housing Authority

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

Keansburg Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

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

The Executive Director is hired through an interlocal agreement that is reviewed and approved by the Board of Commissioners annually

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

Keansburg Housing Authority

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

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

Keansburg Housing Authority

For the Period: October 01, 2024 to September 30, 2025

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	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1 Diane Nelson	Chairperson	10	X	X						\$	
2 Carol Deblasio	Vice-Chairperson	5	X	X		None				\$	
3 Colleen Beattie	Commissioner	5	X			None				\$	
4 Tammy Carrier	Commissioner	5	X			None				\$	
5 Yolanda Ann Commarato	Commissioner	5	X			None				\$	
6 Mary Foley	Commissioner	5	X			None				\$	
7 Matthew Kitchen	Commissioner	5	X			None				\$	
8 Douglas Dzema	Executive Director	5		X		None				\$	
9 Thomas Furlong	Director of Financial Operations	5				None			\$	\$	
10										\$	
11										\$	
12										\$	
13										\$	
14										\$	
15										\$	
16										\$	
17										\$	
18										\$	
19										\$	
20										\$	
21										\$	
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23										\$	
24										\$	
25										\$	
26										\$	
27										\$	
28										\$	
29										\$	
30										\$	
31										\$	
32										\$	
33										\$	
34										\$	
35										\$	
Total:						\$	- \$	- \$	- \$	- \$	

Schedule of Health Benefits - Detailed Cost Analysis
 Keansburg Housing Authority
 For the Period: October 01, 2024 to September 30, 2025

If no health benefits, check this box:

	# of Covered Members		Annual Cost		Total Cost Estimate	# of Covered Members		Annual Cost per		Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Proposed Budget	Employee Estimate	Employee Estimate		(Medical & Rx) Current Year	(Medical & Rx) Current Year	Year	Year			
Active Employees - Health Benefits - Annual Cost												
Single Coverage												
Parent & Child	1		33,500.00	-	33,500.00	1		31,900.00	-	31,900.00	1,600.00	5.0%
Employee & Spouse (or Partner)			-	-	-			-	-	-	-	-
Family					(6,000.00)					(5,700.00)	(300.00)	5.3%
Employee Cost Sharing Contribution (enter as negative -)												
Subtotal	1				27,500.00	1				26,200.00	1,300.00	5.0%
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)	1		29,200.00	-	29,200.00	1		27,780.00	-	27,780.00	1,420.00	5.1%
Family					-					-	-	-
Employee Cost Sharing Contribution (enter as negative -)												
Subtotal	1				29,200.00	1				27,780.00	1,420.00	5.1%
GRAND TOTAL	2				56,700.00	2				53,980.00	2,720.00	5.0%

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

Yes	
Yes	

**2025 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Keansburg Housing Authority
For the Period: October 01, 2024 to September 30, 2025

	<i>FY 2025 Proposed Budget</i>			<i>FY 2024 Adopted Budget</i>		<i>All Operations</i>		<i>All Operations</i>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	#DIV/0!
REVENUES									
Total Operating Revenues	\$ -	\$ -	\$ 4,582,000	\$ -	\$ 4,582,000	\$ 4,413,000	\$ 169,000	3.8%	
Total Non-Operating Revenues	-	-	32,000	-	32,000	1,800	30,200	1677.8%	
Total Anticipated Revenues	-	-	4,614,000	-	4,614,000	4,414,800	199,200	4.5%	
APPROPRIATIONS									
Total Administration	-	-	368,390	-	368,390	344,790	23,600	6.8%	
Total Cost of Providing Services	-	-	4,133,600	-	4,133,600	3,961,800	171,800	4.3%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	4,501,990	-	4,501,990	4,306,590	195,400	4.5%	
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	-	-	4,501,990	-	4,501,990	4,306,590	195,400	4.5%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	-	-	4,501,990	-	4,501,990	4,306,590	195,400	4.5%	
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ 112,010	\$ -	\$ 112,010	\$ 108,210	\$ 3,800	3.5%	

Appropriations Schedule

Keansburg Housing Authority
For the Period: October 01, 2024 to September 30, 2025

	FY 2025 Proposed Budget				FY 2024 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages			105,700		\$ 105,700	\$ 100,300	\$ 5,400	5.4%
Fringe Benefits			84,190		84,190	77,790	6,400	8.2%
Legal			13,000		13,000	12,600	400	3.2%
Staff Training			5,000		5,000	3,500	1,500	42.9%
Travel			5,000		5,000	3,000	2,000	66.7%
Accounting Fees			18,000		18,000	17,600	400	2.3%
Auditing Fees			7,500		7,500	8,000	(500)	-6.3%
Miscellaneous Administration*			130,000		130,000	122,000	8,000	6.6%
Total Administration	-	-	368,390	-	368,390	344,790	23,600	6.8%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation					-	-	-	#DIV/0!
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits					-	-	-	#DIV/0!
Tenant Services					-	-	-	#DIV/0!
Utilities			5,000		5,000	5,000	-	0.0%
Maintenance & Operation					-	-	-	#DIV/0!
Protective Services					-	-	-	#DIV/0!
Insurance			21,000		21,000	17,400	3,600	20.7%
Payment in Lieu of Taxes (PILOT)					-	-	-	#DIV/0!
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses					-	-	-	#DIV/0!
Other General Expense			2,600		2,600	2,400	200	8.3%
Rents			4,100,000		4,100,000	3,932,000	168,000	4.3%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment			5,000		5,000	5,000	-	0.0%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	-	-	4,133,600	-	4,133,600	3,961,800	171,800	4.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	4,501,990	-	4,501,990	4,306,590	195,400	4.5%
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	-	-	4,501,990	-	4,501,990	4,306,590	195,400	4.5%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT			4,501,990		4,501,990	4,306,590	195,400	4.5%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ 4,501,990	\$ -	\$ 4,501,990	\$ 4,306,590	\$ 195,400	4.5%

* 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 \$ - \$ - \$ 225,099.50 \$ - \$ 225,099.50

Prior Year Adopted Appropriations Schedule

Keansburg Housing Authority

FY 2024 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages			\$ 100,300	\$ -	\$ 100,300
Fringe Benefits			77,790	-	77,790
Legal			12,600	-	12,600
Staff Training			3,500	-	3,500
Travel			3,000	-	3,000
Accounting Fees			17,600	-	17,600
Auditing Fees			8,000	-	8,000
Miscellaneous Administration*			122,000	-	122,000
Total Administration	-	-	344,790	-	344,790
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services				-	-
Salary & Wages - Maintenance & Operation				-	-
Salary & Wages - Protective Services				-	-
Salary & Wages - Utility Labor				-	-
Fringe Benefits				-	-
Tenant Services				-	-
Utilities			5,000	-	5,000
Maintenance & Operation				-	-
Protective Services				-	-
Insurance			17,400	-	17,400
Payment in Lieu of Taxes (PILOT)				-	-
Terminal Leave Payments				-	-
Collection Losses				-	-
Other General Expense			2,400	-	2,400
Rents			3,932,000	-	3,932,000
Extraordinary Maintenance				-	-
Replacement of Non-Expendible Equipment			5,000	-	5,000
Property Betterment/Additions				-	-
Miscellaneous COPS*				-	-
Total Cost of Providing Services	-	-	3,961,800	-	3,961,800
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	-	-	4,306,590	-	4,306,590
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	-	-	4,306,590	-	4,306,590
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	4,306,590	-	4,306,590
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation				-	-
Other				-	-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ 4,306,590	\$ -	\$ 4,306,590

* 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	\$ -	\$ -	\$ 215,329.50	\$ -	\$ 215,329.50
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Debt Service Schedule - Principal

Keansburg Housing Authority

If authority has no debt check this box:

Fiscal Year Ending in

	Date of Local Finance Board Approval	2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	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	Moody's	Fitch	Standard & Poors
Year of Last Rating			

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Keansburg 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	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
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Net Position Reconciliation

Keansburg Housing Authority

For the Period: October 01, 2024 to September 30, 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)	\$ -	\$ -	\$ 145,362	\$ 1,224,682	\$ 1,370,044
Less: Invested in Capital Assets, Net of Related Debt (1)				61,690	61,690
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)			12,800		12,800
Total Unrestricted Net Position (1)	-	-	132,562	1,162,992	1,295,554
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)			235,231		235,231
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)			594,565		594,565
Plus: Estimated Income (Loss) on Current Year Operations (2)			108,210		108,210
Plus: Other Adjustments (attach schedule)					-

UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

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

Total Unrestricted Net Position Utilized in Proposed Budget

PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

-	-	-	1,070,568	1,162,992	2,233,560
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ 1,070,568	\$ 1,162,992	\$ 2,233,560

(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 \$ - \$ - \$ - \$ 225,100 \$ - \$ 225,100

(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

Keansburg Housing Authority

(Housing Authority Name)

**2025 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2025 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Keansburg Housing Authority

(Housing Authority Name)

Fiscal Year: October 01, 2024 to September 30, 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 Keansburg Housing Authority, on July 10, 2024.
- It is hereby certified that the governing body of the Keansburg 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 Keansburg Housing Authority, for the following reason(s):

Officer's Signature:	ddzema@perthamboyha.org
Name:	Douglas Dzema
Title:	Executive Director
Address:	881 Amboy Avenue PO Box 390 Perth Amboy, NJ 08862
Phone Number:	732-826-3114
Fax Number:	732-826-3111
E-mail Address:	ddzema@perthamboyha.org

2025 CAPITAL BUDGET/PROGRAM MESSAGE

Keansburg Housing Authority

Fiscal Year: October 01, 2024 to September 30, 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).

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

Provide additional documentation as necessary.

Proposed Capital Budget

Keansburg Housing Authority

For the Period: October 01, 2024 to September 30, 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>						
	-	\$ -				
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Keansburg Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Fiscal Year Beginning in

	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>							
	-	-	\$ -	\$ -	\$ -	\$ -	\$ -
Total	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Keansburg Housing Authority

For the Period: October 01, 2024 to September 30, 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>						
	-	\$ -				
Total	-	-	-	-	-	-
TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ -</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.