

Fiscal Year                      Start Year                      End Year  
   2024                      -                      2025

***Housing Authority Budget of:  
Garfield Housing Authority***

**State Filing Year                      2025**

***For the Period:                      April 1, 2024                      to                      March 31, 2025***

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



***Division of Local Government Services***

**2024 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

2024

Garfield Housing Authority

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: April 01, 2024 to March 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: Christine Zapicchi Date: 2/4/2025

# 2024 PREPARER'S CERTIFICATION

Garfield Housing Authority

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2024 to March 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:	bill@katchencpa.com
Name:	William Katchen, CPA
Title:	Fee Accountant
Address:	596 Anderson Avenue, Suite 303 Cliffside Park, NJ 07010
Phone Number:	201-943-4449
Fax Number:	201-943-5099
E-mail Address:	bill@katchencpa.com

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address: www.garfieldhousing.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:

Title of Officer Certifying Compliance:

Signature:

Martin Geisler  
Executive Director  
marty@garfieldhousing.org

# 2024 APPROVAL CERTIFICATION

Garfield Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2024 to March 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 Garfield Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on January 22, 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.

<b>Officer's Signature:</b>	marty@garfieldhousing.org
<b>Name:</b>	Martin Geisler
<b>Title:</b>	Executive Director
<b>Address:</b>	70 Daniel P. Conte Court Garfield, NJ 07026
<b>Phone Number:</b>	973-340-4170
<b>Fax Number:</b>	973-772-7804
<b>E-mail Address:</b>	marty@garfieldhousing.org

# 2024 HOUSING AUTHORITY BUDGET RESOLUTION

## Garfield Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

WHEREAS, the Annual Budget for Garfield Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented before the governing body of the Garfield Housing Authority at its open public meeting of January 22, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,513,632.00, Total Appropriations including any Accumulated Deficit, if any, of \$4,378,641.00, 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 \$900,000.00 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 Garfield Housing Authority, at an open public meeting held on January 22, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Garfield Housing Authority for the fiscal year beginning April 01, 2024 and ending March 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 Garfield Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on March 18, 2024.

marty@garfieldhousing.org  
(Secretary's Signature)

1/22/2024  
(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Rosemarie Ribaudó				
Edward Dabal				X
Marie Barckett	X			X
Everett Garnto Jr.	X			
Rafael Gomez	X			
Richard Rigoglioso	X			
VACANT				

# 2024 ADOPTION CERTIFICATION

Garfield Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2024 to March 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 Garfield Housing Authority, pursuant to N.J.A.C 5:31-2.3, on March 18, 2024.

<b>Officer's Signature:</b>	marty@garfieldhousing.org		
<b>Name:</b>	Martin Geisler		
<b>Title:</b>	Executive Director		
<b>Address:</b>	70 Daniel P. Conte Court Garfield, NJ 07026		
<b>Phone Number:</b>	973-340-4170	<b>Fax:</b>	973-772-7804
<b>E-mail address:</b>	marty@garfieldhousing.org		

# 2024 ADOPTED BUDGET RESOLUTION

## Garfield Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

WHEREAS, the Annual Budget and Capital Budget/Program for the Garfield Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented for adoption before the governing body of the Garfield Housing Authority at its open public meeting of March 18, 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 \$4,513,632.00, Total Appropriations, including any Accumulated Deficit, if any, of \$4,378,641.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$900,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Garfield Housing Authority at an open public meeting held on March 18, 2024 that the Annual Budget and Capital Budget/Program of the Garfield Housing Authority for the fiscal year beginning April 01, 2024 and ending March 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.

\_\_\_\_\_  
 (Secretary's Signature) marty@garfieldhousing.org

\_\_\_\_\_  
 (Date) 3/18/2024

Governing Body Recorded Vote				
Member	Aye	Nay	Abstain	Absent
Rosemarie Ribaudo				
Edward Dabal	X			X
Marie Barckett	X			
Everett Garnto Jr.	X			
Rafael Gomez	X			
Richard Rigoglioso				
VACANT				X
				X

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

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Garfield Housing Authority

FISCAL YEAR: April 01, 2024 to March 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 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 in current versus proposed budget line items are as follows:

Revenue:

1. Dwelling rental income is budgeted higher based on actual rental registers.
2. HUD operating subsidy -based on formula.
3. Interest earned- Increased to reflect higher interest rates.

Appropriations:

1. Tenant services salaries- Increased to current staffing levels.
2. Maintenance labor increased to actual staffing and projected salaries..
3. Utility labor reduced to current staffing levels and allocations.
4. Utilities increased based on HUD formula.
5. Maintenance and operation increased to prior year's actual results .
6. Insurance increased to current premiums.

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

The local economy is stable. Results are labor and supply chain delays and cost increases.

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.

It is not expected that unrestricted net position will be utilized.

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Garfield Housing Authority

FISCAL YEAR: April 01, 2024 to March 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.

None, except for the annual PILOT.

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.

The prior year reflects an accumulated deficit principally due to the accounting for noncash obligations, Pension and OPEB. The proposed budget includes a projected surplus that will reduce the accumulated deficit.

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

# HOUSING AUTHORITY CONTACT INFORMATION 2024

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

<b>Name of Authority:</b>	Garfield Housing Authority		
<b>Federal ID Number:</b>	22-6002883		
<b>Address:</b>	70 Daniel P. Conte Court		
<b>City, State, Zip:</b>	Garfield		
<b>Phone: (ext.)</b>	973-340-4170	<b>Fax:</b>	NJ 07026 973-772-7804

<b>Preparer's Name:</b>	William Katchen, CPA		
<b>Preparer's Address:</b>	596 Anderson Avenue, Suite 303		
<b>City, State, Zip:</b>	Cliffside Park		
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	NJ 07010 201-943-5099
<b>E-mail:</b>	bill@katchencpa.com		

<b>Chief Executive Officer*</b>	Martin Geisler		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	973-340-4170		
<b>E-mail:</b>	marty@garfieldhousing.org	<b>Fax:</b>	973-772-7804

<b>Chief Financial Officer*</b>	Martin Geisler		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	973-340-4170		
<b>E-mail:</b>	marty@garfieldhousing.org	<b>Fax:</b>	973-772-7804

<b>Name of Auditor:</b>	Michael Maurice, CPA		
<b>Name of Firm:</b>	Polcari and Company		
<b>Address:</b>	2035 Hamburg Turnpike, Unit H		
<b>City, State, Zip:</b>	Wayne		
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	NJ 07470 973-831-6972
<b>E-mail:</b>	polcarico@optonline.net		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Garfield Housing Authority

FISCAL YEAR: April 01, 2024 to March 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:
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)

Garfield Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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

No

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

No

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
Yes
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?

No

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

No

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

No

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)

Garfield Housing Authority

**FISCAL YEAR: April 01, 2024 to March 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.)?  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)

Garfield Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

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

Page N-3, Question 8- Salary increases to staff are provided to Authority staff based on review and discussion with the Board of Commissioners.

Page N-3, Question 11g- the Executive Director has been provided a vehicle to respond to emergency as well as other Authority events.

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

**Garfield Housing Authority**

**FISCAL YEAR: April 01, 2024 to March 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.

**Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)**  
**Garfield Housing Authority**  
**For the Period: April 01, 2024 to March 31, 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	Former Highest Compensated	Base Salary/ Stipend	Bonus		
1 Rosemarie Ribaudo	Chairperson		X							
2 Edward Dabal	Vice-Chairperson		X							
3 Marie Barckett	Commissioner		X							
4 Everett Garnto Jr.	Commissioner		X							
5 Rafael Gomez	Commissioner		X							
6 Richard Rigoglioso	Commissioner		X							
7				X		\$ 182,306.00			\$ 60,160.00	242,466.00
8				X		\$ 63,668.00			\$ 21,010.00	84,678.00
9										
10										
11										
12										
13										
14										
15										
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29										
30										
31										
32										
33										
34										
35										
<b>Total:</b>										
						\$ 245,974.00	\$ -	\$ -	\$ 81,170.00	\$ 327,144.00

# Schedule of Health Benefits - Detailed Cost Analysis

Garfield Housing Authority

For the Period: April 01, 2024 to March 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)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	10	15,944.00	159,440.00	9	14,449.00	130,041.00	29,399.00	22.6%
Parent & Child	1	27,371.00	27,371.00	1	24,787.00	24,787.00	2,584.00	10.4%
Employee & Spouse (or Partner)	1	31,888.00	31,888.00	1	28,899.00	28,899.00	2,989.00	10.3%
Family	4	44,483.00	177,932.00	4	40,314.00	161,256.00	16,676.00	10.3%
Employee Cost Sharing Contribution (enter as negative -)			(15,549.00)			(15,119.00)	(430.00)	2.8%
<b>Subtotal</b>	<b>16</b>		<b>381,082.00</b>	<b>15</b>		<b>329,864.00</b>	<b>51,218.00</b>	<b>15.5%</b>
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	-
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)			-			-	-	-
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	-
<b>Subtotal</b>			<b>-</b>			<b>-</b>	<b>-</b>	<b>-</b>
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	2	6,509.00	13,018.00	2	5,726.00	11,452.00	1,566.00	13.7%
Parent & Child	1	25,030.00	25,030.00	1	22,745.00	22,745.00	2,285.00	10.0%
Employee & Spouse (or Partner)	4	15,222.00	60,888.00	4	16,812.00	67,248.00	(6,360.00)	-9.5%
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	-
<b>Subtotal</b>	<b>7</b>		<b>98,936.00</b>	<b>7</b>		<b>101,445.00</b>	<b>(2,509.00)</b>	<b>-2.5%</b>
<b>GRAND TOTAL</b>	<b>23</b>		<b>480,018.00</b>	<b>22</b>		<b>431,309.00</b>	<b>48,709.00</b>	<b>11.3%</b>

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







**2024 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Garfield Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	<b>FY 2024 Proposed Budget</b>				<b>FY 2023 Adopted Budget</b>		<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations		<b>All Operations</b>
<b>REVENUES</b>								
Total Operating Revenues	\$ 4,411,122	\$ -	\$ -	\$ 65,300	\$ 4,476,422	\$ 3,899,285	\$ 577,137	14.8%
Total Non-Operating Revenues	37,210				37,210	18,610	18,610	100.1%
Total Anticipated Revenues	4,448,332			65,300	4,513,632	3,917,885	595,747	15.2%
<b>APPROPRIATIONS</b>								
Total Administration	976,390							
Total Cost of Providing Services	3,336,951			38,500	1,014,890	973,550	41,340	4.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	26,800	3,363,751	2,875,800	487,951	17.0%
Total Operating Appropriations	4,313,341			XXXXXXXXXX				#DIV/0!
Total Interest Payments on Debt	XXXXXXXXXX			65,300	4,378,641	3,849,350	529,291	13.8%
Total Other Non-Operating Appropriations	-			XXXXXXXXXX				#DIV/0!
Total Non-Operating Appropriations	-			-				#DIV/0!
Accumulated Deficit	-			-				#DIV/0!
Total Appropriations and Accumulated Deficit	4,313,341			65,300	4,378,641	3,849,350	529,291	13.8%
Less: Total Unrestricted Net Position Utilized								
Net Total Appropriations	4,313,341							#DIV/0!
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 134,991	\$ -	\$ -	\$ -	\$ 134,991	\$ 68,535	\$ 66,456	97.0%





# Appropriations Schedule

Garfield Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	<b>FY 2024 Proposed Budget</b>				<b>FY 2023 Adopted Budget</b>			<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>Proposed vs. Adopted</b>	<b>Proposed vs. Adopted</b>
								<b>All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>									
<i>Administration</i>									
Salary & Wages	447,390			35,000	\$ 482,390	\$ 466,740	\$ 15,650	3.4%	
Fringe Benefits	323,100			3,500	326,600	300,910	25,690	8.5%	
Legal	36,000				36,000	36,000	-	0.0%	
Staff Training	15,000				15,000	15,000	-	0.0%	
Travel	12,000				12,000	12,000	-	0.0%	
Accounting Fees	37,800				37,800	37,800	-	0.0%	
Auditing Fees	9,500				9,500	9,500	-	0.0%	
Miscellaneous Administration*	95,600				95,600	95,600	-	0.0%	
Total Administration	<u>976,390</u>	-	-	<u>38,500</u>	<u>1,014,890</u>	<u>973,550</u>	<u>41,340</u>	<u>4.2%</u>	
<i>Cost of Providing Services</i>									
Salary & Wages - Tenant Services	95,870			24,360	120,230	94,120	26,110	27.7%	
Salary & Wages - Maintenance & Operation	897,170				897,170	750,780	146,390	19.5%	
Salary & Wages - Protective Services					-	-	-	#DIV/0!	
Salary & Wages - Utility Labor	46,250				46,250	53,000	(6,750)	-12.7%	
Fringe Benefits	490,120			2,440	492,560	448,550	44,010	9.8%	
Tenant Services	12,200				12,200	12,200	-	0.0%	
Utilities	790,901				790,901	633,100	157,801	24.9%	
Maintenance & Operation	560,000				560,000	480,000	80,000	16.7%	
Protective Services					-	-	-	#DIV/0!	
Insurance	190,000				190,000	160,000	30,000	18.8%	
Payment in Lieu of Taxes (PILOT)	214,440				214,440	204,050	10,390	5.1%	
Terminal Leave Payments					-	-	-	#DIV/0!	
Collection Losses	10,000				10,000	10,000	-	0.0%	
Other General Expense					-	-	-	#DIV/0!	
Rents					-	-	-	#DIV/0!	
Extraordinary Maintenance					-	-	-	#DIV/0!	
Replacement of Non-Expendible Equipment	30,000				30,000	30,000	-	0.0%	
Property Betterment/Additions					-	-	-	#DIV/0!	
Miscellaneous COPS*					-	-	-	#DIV/0!	
Total Cost of Providing Services	<u>3,336,951</u>	-	-	<u>26,800</u>	<u>3,363,751</u>	<u>2,875,800</u>	<u>487,951</u>	<u>17.0%</u>	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!	
Total Operating Appropriations	<u>4,313,341</u>	-	-	<u>65,300</u>	<u>4,378,641</u>	<u>3,849,350</u>	<u>529,291</u>	<u>13.8%</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>4,313,341</u>	-	-	<u>65,300</u>	<u>4,378,641</u>	<u>3,849,350</u>	<u>529,291</u>	<u>13.8%</u>	
<b>ACCUMULATED DEFICIT</b>	-	-	-	-	-	-	-	#DIV/0!	
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<u>4,313,341</u>	-	-	<u>65,300</u>	<u>4,378,641</u>	<u>3,849,350</u>	<u>529,291</u>	<u>13.8%</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>\$ 4,313,341</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 65,300</u>	<u>\$ 4,378,641</u>	<u>\$ 3,849,350</u>	<u>\$ 529,291</u>	<u>13.8%</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      \$ 215,667.05      \$ -      \$ -      \$ 3,265.00      \$ 218,932.05







# Prior Year Adopted Appropriations Schedule

## Garfield Housing Authority

### FY 2023 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 431,740			\$ 35,000	\$ 466,740
Fringe Benefits	297,410			3,500	300,910
Legal	36,000				36,000
Staff Training	15,000				15,000
Travel	12,000				12,000
Accounting Fees	37,800				37,800
Auditing Fees	9,500				9,500
Miscellaneous Administration*	95,600				95,600
Total Administration	935,050	-	-	38,500	973,550
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	69,760			24,360	94,120
Salary & Wages - Maintenance & Operation	750,780				750,780
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	53,000				53,000
Fringe Benefits	446,110			2,440	448,550
Tenant Services	12,200				12,200
Utilities	633,100				633,100
Maintenance & Operation	480,000				480,000
Protective Services					-
Insurance	160,000				160,000
Payment in Lieu of Taxes (PILOT)	204,050				204,050
Terminal Leave Payments					-
Collection Losses	10,000				10,000
Other General Expense					-
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	30,000				30,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,849,000	-	-	26,800	2,875,800
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Total Operating Appropriations	3,784,050	-	-	65,300	3,849,350
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	3,784,050	-	-	65,300	3,849,350
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	3,784,050	-	-	65,300	3,849,350
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 3,784,050	\$ -	\$ -	\$ 65,300	\$ 3,849,350

\* 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	\$ 189,202.50	\$ -	\$ -	\$ 3,265.00	\$ 192,467.50
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# Net Position Reconciliation

Garfield Housing Authority

For the Period: April 01, 2024 to March 31, 2025

## FY 2024 Proposed Budget

	Public Housing		Housing		Total All
	Management	Section 8	Voucher	Other Programs	
\$ 5,090,371.00	\$ -	\$ -	\$ -	\$ 10,250	\$ 5,100,621
9,545,651					9,545,651
(4,455,280)	-	-	-	10,250	(4,445,030)
1,989,775					1,989,775
4,745,540					4,745,540
68,535					68,535
2,348,570	-	-	-	10,250	2,358,820
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
\$ 2,348,570	\$ -	\$ -	\$ -	\$ 10,250	\$ 2,358,820

### TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)

- Less: Invested in Capital Assets, Net of Related Debt (1)
- Less: Restricted for Debt Service Reserve (1)
- Less: Other Restricted Net Position (1)

### Total Unrestricted Net Position (1)

- Less: Designated for Non-Operating Improvements & Repairs
- Less: Designated for Rate Stabilization
- Less: Other Designated by Resolution

### Plus: Accrued Unfunded Pension Liability (1)

### Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)

### Plus: Estimated Income (Loss) on Current Year Operations (2)

### Plus: Other Adjustments (attach schedule)

### UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET

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

### Total Unrestricted Net Position Utilized in Proposed Budget

### PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR

(4)

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

\$ 215,667 \$ - \$ - \$ 3,265 \$ 218,932

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

**2024**

**Garfield Housing Authority**

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(Housing Authority Name)

**2024 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Garfield Housing Authority**

(Housing Authority Name)

**Fiscal Year: April 01, 2024 to March 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 Garfield Housing Authority, on January 22, 2024.
- It is hereby certified that the governing body of the Garfield 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 Garfield Housing Authority, for the following reason(s):

---

<b>Officer's Signature:</b>	marty@garfieldhousing.org
<b>Name:</b>	Martin Geisler
<b>Title:</b>	Executive Director
<b>Address:</b>	70 Daniel P. Conte Court Garfield, NJ 07026
<b>Phone Number:</b>	973-340-4170
<b>Fax Number:</b>	973-772-7804
<b>E-mail Address:</b>	marty@garfieldhousing.org

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

Garfield Housing Authority

Fiscal Year: April 01, 2024 to March 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).
5. Have the current capital projects been reviewed and approved by HUD?

*Provide additional documentation as necessary.*

# Proposed Capital Budget

**Garfield Housing Authority**  
For the Period: April 01, 2024 to March 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>					
Management Improvements	\$ 70,000				\$ 70,000
Various interior and exterior projects	830,000				830,000
Total	900,000	-	-	-	900,000
<i>Section 8</i>					
	-				
	-				
	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
	-				
	-				
	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
	-				
	-				
	-				
Total	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</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

## Garfield Housing Authority

For the Period: April 01, 2024 to March 31, 2025

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2024	2025	2026	2027	2028	2029
<i>Public Housing Management</i>							
Management Improvements	\$ 420,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Various interior and exterior projects	4,980,000	830,000	830,000	830,000	830,000	830,000	830,000
	-	-	-	-	-	-	-
Total	5,400,000	900,000	900,000	900,000	900,000	900,000	900,000
<i>Section 8</i>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,400,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</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

**Garfield Housing Authority**

For the Period: April 01, 2024 to March 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>						
Management Improvements	\$ 420,000				\$ 420,000	
Various interior and exterior projects	4,980,000				4,980,000	
Total	5,400,000	-	-	-	5,400,000	-
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,400,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 5,400,000</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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

**Annual List of Change Orders Approved  
Pursuant to N.J.A.C. 5:30-11**

Contracting Unit: \_\_\_\_\_ Year Ending: \_\_\_\_\_ March 31, 2023

**Garfield Housing Authority**

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.

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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.

\_\_\_\_\_  
1/22/2024  
Date

\_\_\_\_\_  
marty@garfieldhousing.org  
Clerk/Secretary to the Governing Body

**Appendix to Budget Document**