

Fiscal Year                      Start Year                      End Year  
   2025                      -                      2025

*Housing Authority Budget of:*  
*Penns Grove Housing Authority*

State Filing Year                      2025

*For the Period:*                      *July 1, 2024*                      *to*                      *June 30, 2025*

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



*Division of Local Government Services*

**2025 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

2025

Penns Grove Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: July 01, 2024 to June 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

Penns Grove Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2024 to June 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:	ANTHONY GIAMPAOLO
Name:	ANTHONY GIAMPAOLO
Title:	FEE ACCOUNTANT
Address:	467 MIDDLETOWN-LINCROFT RD
	LINCROFT, NJ 07738
Phone Number:	732-842-4550
Fax Number:	
E-mail Address:	TONY@HPGNJ.COM

# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

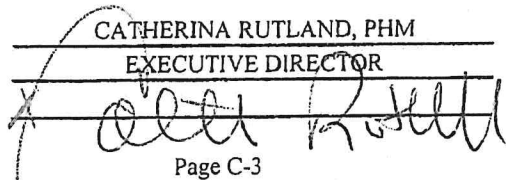
Housing Authority's Web Address:	pennsgroveha.org
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public 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:  
Title of Officer Certifying Compliance:  
Signature:

CATHERINA RUTLAND, PHM  
EXECUTIVE DIRECTOR  


# 2025 APPROVAL CERTIFICATION


Penns Grove Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2024 to June 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 Penns Grove Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on May 1, 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>	
<b>Name:</b>	CATHERINA RUTLAND, PHM
<b>Title:</b>	EXECUTIVE DIRECTOR
<b>Address:</b>	40 SOUTH BROAD STREET PENNS GROVE, NJ 08069
<b>Phone Number:</b>	856-299-0101
<b>Fax Number:</b>	856-299-6736
<b>E-mail Address:</b>	crutland@pennsgroveha.org

# 2025 HOUSING AUTHORITY BUDGET RESOLUTION

Penns Grove Housing Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

WHEREAS, the Annual Budget for Penns Grove Housing Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025 has been presented before the governing body of the Penns Grove Housing Authority at its open public meeting of May 1, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,143,851.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,137,047.00, 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 Penns Grove Housing Authority, at an open public meeting held on May 1, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Penns Grove Housing Authority for the fiscal year beginning July 01, 2024 and ending June 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 Penns Grove Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on May 01, 2025.

  
 \_\_\_\_\_  
 (Secretary's Signature)

5/1/24  
 (Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
KAREN WRIGHT				
HERSELL SMITH				
IGNACIA WASHINGTON				
DORRAINE ROBINSON				
LAVERNE HILL				
JESUS LOPEZ				
MARGIE POLLARD				

# 2025 ADOPTION CERTIFICATION

Penns Grove Housing Authority

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: July 01, 2024 to June 30, 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 Penns Grove Housing Authority, pursuant to N.J.A.C 5:31-2.3, on May 01, 2024.

<b>Officer's Signature:</b>	X		
<b>Name:</b>	CATHERINA RUTLAND, PHM		
<b>Title:</b>	EXECUTIVE DIRECTOR		
<b>Address:</b>	40 SOUTH BROAD STREET PENNS GROVE, NJ 08069		
<b>Phone Number:</b>	856-299-0101	<b>Fax:</b>	856-299-6736
<b>E-mail address:</b>	crutland@pennsgroveha.org		



# 2025 ADOPTED BUDGET RESOLUTION

## Penns Grove Housing Authority

### FISCAL YEAR: July 01, 2024 to June 30, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Penns Grove Housing Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025 has been presented for adoption before the governing body of the Penns Grove Housing Authority at its open public meeting of May 1, 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 \$2,143,851.00, Total Appropriations, including any Accumulated Deficit, if any, of \$2,069,437.00, and Total Unrestricted Net Position utilized of \$0.00; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Penns Grove Housing Authority at an open public meeting held on May 1, 2024 that the Annual Budget and Capital Budget/Program of the Penns Grove Housing Authority for the fiscal year beginning July 01, 2024 and ending June 30, 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.

Catherina Rutland

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
KAREN WRIGHT				
HERSELL SMITH				
IGNACIA WASHINGTON				
DORRAINE ROBINSON				
LAVERNE HILL				
JESUS LOPEZ				
MARGIE POLLARD				

**2025 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

**SUMMARY**

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 30, 2025

	<b>FY 2025 Proposed Budget</b>				<b>FY 2024 Adopted Budget</b>	<b>All Operations</b>	<b>All Operations</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>				
<b>REVENUES</b>								
Total Operating Revenues	\$ 1,789,158	\$ -	\$ 352,488	\$ -	\$ 2,141,646	\$ 2,023,393	\$ 118,253	5.8%
Total Non-Operating Revenues	2,205	-	-	-	2,205	1,100	1,105	100.5%
Total Anticipated Revenues	1,791,363	-	352,488	-	2,143,851	2,024,493	119,358	5.9%
<b>APPROPRIATIONS</b>								
Total Administration	554,830	-	29,856	-	584,686	557,772	26,914	4.8%
Total Cost of Providing Services	1,164,819	-	319,932	-	1,484,751	1,382,782	101,969	7.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	1,719,649	-	349,788	-	2,069,437	1,940,554	128,883	6.6%
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	1,719,649	-	349,788	-	2,069,437	1,940,554	128,883	6.6%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	1,719,649	-	349,788	-	2,069,437	1,940,554	128,883	6.6%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 71,714	\$ -	\$ 2,700	\$ -	\$ 74,414	\$ 83,939	\$ (9,525)	-11.3%

# Revenue Schedule

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 30, 2025

	<b>FY 2025 Proposed Budget</b>				<b>FY 2024 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	749,769				749,769	687,940	61,829	9.0%
Excess Utilities	7,265				7,265	7,265	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	794,664				794,664	793,458	1,206	0.2%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			352,488		352,488	366,230	(13,742)	-3.8%
Total Rental Fees	1,551,698	-	352,488	-	1,904,186	1,854,893	49,293	2.7%
<i>Other Operating Revenues (List)</i>								
CFP SUBSIDY	230,000				230,000	165,000	65,000	39.4%
LATE FEES	7,460				7,460	3,500	3,960	113.1%
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Total Other Revenue	237,460	-	-	-	237,460	168,500	68,960	40.9%
Total Operating Revenues	1,789,158	-	352,488	-	2,141,646	2,023,393	118,253	5.8%
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
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Total Other Non-Operating Revenue	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	2,205				2,205	1,100	1,105	100.5%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	2,205	-	-	-	2,205	1,100	1,105	100.5%
Total Non-Operating Revenues	2,205	-	-	-	2,205	1,100	1,105	100.5%
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 1,791,363</b>	<b>\$ -</b>	<b>\$ 352,488</b>	<b>\$ -</b>	<b>\$ 2,143,851</b>	<b>\$ 2,024,493</b>	<b>\$ 119,358</b>	<b>5.9%</b>



# Appropriations Schedule

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 30, 2025

	<b>FY 2025 Proposed Budget</b>				<b>FY 2024 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	233,124		17,300		\$ 250,424	\$ 237,480	\$ 12,944	5.5%
Fringe Benefits	151,531		4,100		155,631	146,117	9,514	6.5%
Legal	40,000				40,000	40,000	-	0.0%
Staff Training	12,900				12,900	12,900	-	0.0%
Travel	15,800				15,800	15,800	-	0.0%
Accounting Fees	17,015				17,015	17,015	-	0.0%
Auditing Fees	8,500		4,000		12,500	9,700	2,800	28.9%
Miscellaneous Administration*	75,960		4,456		80,416	78,760	1,656	2.1%
<b>Total Administration</b>	<b>554,830</b>	<b>-</b>	<b>29,856</b>	<b>-</b>	<b>584,686</b>	<b>557,772</b>	<b>26,914</b>	<b>4.8%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	137,869				137,869	132,486	5,383	4.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor	19,918				19,918	18,968	950	5.0%
Fringe Benefits	89,615				89,615	78,445	11,170	14.2%
Tenant Services	14,000				14,000	14,000	-	0.0%
Utilities	423,273				423,273	422,381	892	0.2%
Maintenance & Operation	358,662				358,662	267,116	91,546	34.3%
Protective Services	6,000				6,000	6,000	-	0.0%
Insurance	77,102				77,102	72,306	4,796	6.6%
Payment in Lieu of Taxes (PILOT)	33,380				33,380	24,150	9,230	38.2%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses	5,000				5,000	5,000	-	0.0%
Other General Expense					-	-	-	#DIV/0!
Rents			319,932		319,932	341,930	(21,998)	-6.4%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
<b>Total Cost of Providing Services</b>	<b>1,164,819</b>	<b>-</b>	<b>319,932</b>	<b>-</b>	<b>1,484,751</b>	<b>1,382,782</b>	<b>101,969</b>	<b>7.4%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>1,719,649</b>	<b>-</b>	<b>349,788</b>	<b>-</b>	<b>2,069,437</b>	<b>1,940,554</b>	<b>128,883</b>	<b>6.6%</b>
<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!
<b>Total Non-Operating Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS</b>	<b>1,719,649</b>	<b>-</b>	<b>349,788</b>	<b>-</b>	<b>2,069,437</b>	<b>1,940,554</b>	<b>128,883</b>	<b>6.6%</b>
<b>ACCUMULATED DEFICIT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>1,719,649</b>	<b>-</b>	<b>349,788</b>	<b>-</b>	<b>2,069,437</b>	<b>1,940,554</b>	<b>128,883</b>	<b>6.6%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 1,719,649</b>	<b>\$ -</b>	<b>\$ 349,788</b>	<b>\$ -</b>	<b>\$ 2,069,437</b>	<b>\$ 1,940,554</b>	<b>\$ 128,883</b>	<b>6.6%</b>

\* 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      \$ 85,982.45      \$ -      \$ 17,489.40      \$ -      \$ 103,471.85

# HOUSING AUTHORITY PROPOSED APPROPRIATIONS APPROPRIATION DETAIL PAGE

Penns Grove Housing Authority

For the Period: July 01, 2024 to June 30, 2025

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

<i>Line Item:</i>	<i>Public Housing Mgt.</i>	<i>Section 8</i>	<i>Housing Voucher</i>	<i>Other Programs</i>	<i>Total</i>
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# HOUSING AUTHORITY PROPOSED APPROPRIATIONS APPROPRIATION DETAIL PAGE

Penns Grove Housing Authority

For the Period: July 01, 2024 to June 30, 2025

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

<i>Line Item:</i>	<i>Public Housing Mgt.</i>	<i>Section 8</i>	<i>Housing Voucher</i>	<i>Other Programs</i>	<i>Total</i>
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# Prior Year Adopted Appropriations Schedule

## Penns Grove Housing Authority

### FY 2024 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 220,180		\$ 17,300		\$ 237,480
Fringe Benefits	143,117		3,000		146,117
Legal	40,000				40,000
Staff Training	12,900				12,900
Travel	15,800				15,800
Accounting Fees	17,015				17,015
Auditing Fees	5,700		4,000		9,700
Miscellaneous Administration*	78,760		-		78,760
Total Administration	533,472	-	24,300	-	557,772
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	132,486				132,486
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	18,968				18,968
Fringe Benefits	78,445				78,445
Tenant Services	14,000				14,000
Utilities	422,381				422,381
Maintenance & Operation	267,116				267,116
Protective Services	6,000				6,000
Insurance	72,306				72,306
Payment in Lieu of Taxes (PILOT)	24,150				24,150
Terminal Leave Payments	-				-
Collection Losses	5,000				5,000
Other General Expense					-
Rents			341,930		341,930
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,040,852	-	341,930	-	1,382,782
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	1,574,324	-	366,230	-	1,940,554
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	1,574,324	-	366,230	-	1,940,554
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	1,574,324	-	366,230	-	1,940,554
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 1,574,324	\$ -	\$ 366,230	\$ -	\$ 1,940,554

\* 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    \$    78,716.20    \$                    -    \$    18,311.50    \$                    -    \$    97,027.70













# Debt Service Schedule - Principal

Penns Grove Housing Authority

If authority has no debt check this box:

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

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

Moody's	Fitch	Standard & Poors
Bond Rating	Year of Last Rating	If no rating, type "Not Applicable".

## Debt Service Schedule - Interest

Penns Grove Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending in*

	2025 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Total Interest Payments Outstanding
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	-	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-	-
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 30, 2025

## FY 2025 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 1,155,291.00	\$ -	\$ 75,627	\$ -	\$ 1,230,918
Less: Restricted for Debt Service Reserve (1)	1,089,246				1,089,246
Less: Other Restricted Net Position (1)			6,896		6,896
Total Unrestricted Net Position (1)	66,045	-	68,731	-	134,776
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	772,647				772,647
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					
Plus: Estimated Income (Loss) on Current Year Operations (2)	83,939		-		83,939
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	<b>922,631</b>	<b>-</b>	<b>68,731</b>	<b>-</b>	<b>991,362</b>
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					
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
<b>(4)</b>	<b>\$ 922,631</b>	<b>\$ -</b>	<b>\$ 68,731</b>	<b>\$ -</b>	<b>\$ 991,362</b>

(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      \$ 85,982      \$ -      \$ 17,489      \$ -      \$ 103,472

(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.

PENNS GROVE HOUSING AUTHORITY  
BUDET YEAR JUNE 30, 2025  
INTEREST INCOME

THE AUTHORITY INVESTMENT INTEREST RATE  
WILL INCREASE IN THE YEAR UNDER BUDGET  
ANTICIAPTED INTEREST INCOME OF \$2,205

PENNS GROVE HOUSING AUTHORITY  
BUDET YEAR JUNE 30, 2025  
TENANT DWELLING INCOME

	<u>June-25</u>	<u>June-24</u>	<u>CHANGED</u>
RENTS	\$ 749,769	\$ 687,940	\$ 61,829

PER THE MOST RECENT RECERTIFICATION PROCESS  
THE AUTHORITY ANTICIPATES AN INCREASE IN THE TENANT DWELLING  
RENTS FOR THE COMING YEAR

PENNS GROVE HOUSING AUTHORITY  
BUDGET YEAR JUNE 30, 2025  
CFP SUBSIDY

	<u>June-25</u>	<u>June-24</u>	<u>CHANGED</u>
CFP SUBSIDY	\$ 230,000	\$ 165,000	\$ 65,000

The Authority CFP income is based on HUD funding

PENNS GROVE HOUSING AUTHORITY  
BUDET YEAR JUNE 30, 2025  
SALARIES AND WAGES  
EMPLOYEE BENEFITS

	June-25	June-24	CHANGED
ADM SALARIES	\$ 233,124	\$ 237,480	\$ (4,356)
EMPLOYEE BENEFITS	151,531	146,117	5,414
TOTAL	<u>\$ 384,655</u>	<u>\$ 383,597</u>	<u>\$ 1,058</u>

THE AUTHORITY INCREASED OFFICE HOURS TO 40 HRS A WEEK  
JUNE 30, 2025 YEAR  
A 5% RAISE WAS GIVEN TO THE AUTHORITY STAFF

PENNS GROVE HOUSING AUTHORITY  
 BUDET YEAR JUNE 30, 2025  
 MAINTENANCE SALARIES AND WAGES  
 EMPLOYEE BENEFITS

	June-25	June-24	CHANGED
MAINTENANCE WAGES	\$ 137,869	\$ 132,486	\$ 5,383
EMPLOYEE BENEFITS	89,615	78,445	11,170
TOTAL	\$ 227,484	\$ 210,931	\$ 16,553

THE AUTHORITY IS NOW DOWN TO 2 MAINTENANCE WORKERS FOR THE  
 JUNE 30, 2025 YEAR  
 A 5% RAISE WAS GIVEN TO THE AUTHORITY STAFF



PENNS GROVE HOUSING AUTHORITY  
BUDET YEAR JUNE 30, 2025  
TRAVEL ANALYSIS

**SEE LIST OF CLASSES TAKEN**

**PROGRAM DATES**

---

NONE TAKEN FOR THE 2024 YEAR

PENNS GROVE HOUSING AUTHORITY  
 BUDET YEAR JUNE 30, 2025  
 SUNDRY EXPENSES

**Miscellaneous Administrative Expenses**

	June-25		June-24	CHANGED
MISCELLANEOUS SUPPLIES		\$	-	
PUBLICATIONS	\$ 2,000	\$	2,000	\$ -
MEMBERSHIP DUES	700		700	-
TELEPHONE	18,000		18,000	-
COLLECTION - COURT COST	2,000		2,000	-
COPIER CONTRACT	7,400		7,400	-
BID ADVERTISING - RAD	5,500		5,500	-
OFFICE SUPPLIES AND PAPER	10,400		10,400	-
ALL OTHER SUNDRY COST	34,416		32,760	1,656
<b>TOTAL</b>	<b>\$ 80,416</b>	<b>\$</b>	<b>78,760</b>	<b>\$ 1,656</b>

PENNS GROVE HOUSING AUTHORITY  
VENDORS PAYMENTS IN EXCESS OF \$17,500  
FYE JUNE 30, 2025

NONE

**PENNS GROVE HOUSING AUTHORITY**  
**BUDET YEAR JUNE 30, 2025**

**Administrative Salary and Wages**

The Authority increased the Front Desk hours during the year  
 Also a pay raise of 3% budgeted in the 2025 year  
 for all of its employees  
 The Authority also realigned the staff for the coming year.

	June-25	June-24	CHANGED
Adm Salaries	\$ 233,124	\$ 237,480	\$ (4,356)
Tenant services	\$ -	\$ -	\$ -
Utility Labor	\$ 19,918	\$ 18,968	\$ 950
Maintenance Labor	\$ 137,869	\$ 132,486	\$ 5,383
	<u>\$ 390,911</u>	<u>\$ 388,934</u>	<u>\$ 1,977</u>

**Fringe Benefits Cost**

	June-25	June-24	CHANGED
Fringe Benefits	\$ 151,531.00	\$146,117.00	\$ 5,414.00
Cost of Providing Service - EBC	\$ 89,615.00	\$ 78,445.00	\$ 11,170.00
Total	<u>\$ 241,146.00</u>	<u>\$224,562.00</u>	<u>\$ 16,584.00</u>

The Authority also realigned the staff for the coming year.  
 With an increase in employees, the Authority hospitalization cost increased.  
 The net effect of these changes is a \$18,561 budgeted increase.

PENNS GROVE HOUSING AUTHORITY  
 BUDET YEAR JUNE 30, 2025

	June-25	June-24	CHANGED
Maintenance	\$ 358,662.00	\$ 267,116.00	\$ 91,546.00
Misc. Materials	\$30,000	\$ 19,000	\$ 11,000
Plumbing Supplies	\$28,000	15,000	13,000
Electrical Supplies	\$26,000	12,000	14,000
Janitorial Supplies	\$16,500	16,500	-
Flooring Supplies	\$20,000	10,000	10,000
Landscaping Supplies	\$12,000	4,000	8,000
Small Items	\$2,500	5,000	(2,500)
Welding Supplies	\$500	1,000	(500)
Rock Salt	\$7,500	3,500	4,000
Painting Supplies	\$9,500	1,200	8,300
Gasoline	\$7,200	5,200	2,000
Locks	\$3,000	3,000	-
Windows Treatments	\$2,500	2,500	-
Boiler Parts	\$3,700	3,700	-
Fire Alarms	\$1,500	1,500	-
Exterminating	\$5,600	5,600	-
Appliance & Parts	\$11,000	5,000	6,000
Misc. Contract Cost	9,000	3,000	6,000
Disposal Cost	16,880	17,000	(120)
Plumbing Contract	6,000	5,000	1,000
Locksmith	6,000	4,500	1,500
Electrical Contract	4,000	4,000	-
Painting Contract	22,000	63,516	(41,516)
Elevator Contract	4,000	7,000	(3,000)
Uniforms	3,000	2,500	500
Pest Control	15,000	15,000	-
Boiler Maint.	7,000	5,000	2,000
Cell phones for maint.	3,700	3,700	-
Carpentry	1,000	1,000	-
Vehicle Repairs	5,000	5,000	-
Apartment Repairs -Turnover	10,000	4,000	6,000
Landscaping -Tree Trimming	4,000	1,200	2,800
Outside Contractors	55,082	12,000	43,082
Total Maintenance	\$358,662	\$267,116	\$91,546

PENNS GROVE HOUSING AUTHORITY  
BUDGET YEAR JUNE 30, 2025  
HCV HUD Subsidy

	June-25	June-24	CHANGED
HCV Subsidy	\$ 352,488	\$ 366,230	\$ (13,742)
HCV Rents	\$ 319,932	\$ 341,930	\$ (21,998)

The Authority anticipates a lower funding from HUD for the HCV program from the previous year for the increase in the payment standards.

PENNS GROVE HOUSING AUTHORITY  
BUDGET YEAR JUNE 30, 2025  
TRAVEL SCHEDULE

Travel			
Trips To Conventions and Meetings (list and provide justification)			
NJHARO		\$	3,000.00
PHADA		\$	3,000.00
Outside Area of Jurisdiction	TRAINING CLASSES	\$	8,000.00
Within Area of Jurisdiction	TRAINING CLASSES	\$	1,800.00
Total Travel		\$	<u>15,800.00</u>

**2025**

**Penns Grove Housing Authority**

---

(Housing Authority Name)

**2025 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**



# 2025 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Penns Grove Housing Authority**

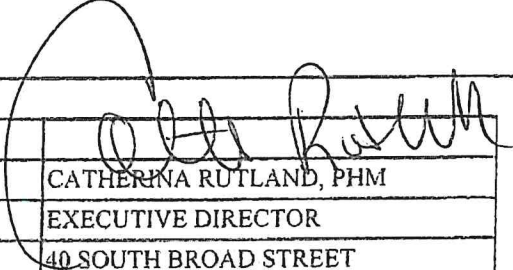
(Housing Authority Name)

**Fiscal Year: July 01, 2024 to June 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 Penns Grove Housing Authority, on May 01, 2024.
- It is hereby certified that the governing body of the Penns Grove 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 Penns Grove Housing Authority, for the following reason(s):

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<b>Officer's Signature:</b>	
<b>Name:</b>	CATHERINA RUTLAND, PHM
<b>Title:</b>	EXECUTIVE DIRECTOR
<b>Address:</b>	40 SOUTH BROAD STREET PENNS GROVE, NJ 08069
<b>Phone Number:</b>	856-299-0101
<b>Fax Number:</b>	856-299-6736
<b>E-mail Address:</b>	crutland@pennsgroveha.org

# 2025 CAPITAL BUDGET/PROGRAM MESSAGE

Penns Grove Housing Authority

**Fiscal Year: July 01, 2024 to June 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

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 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	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.*

# 5 Year Capital Improvement Plan

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 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	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

# 5 Year Capital Improvement Plan Funding Sources

Penns Grove Housing Authority  
For the Period: July 01, 2024 to June 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	-	-	-	-	-	-
<b>TOTAL</b>	<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.*