

	<u>Start Year</u>		<u>End Year</u>
Fiscal Year	2024	—	2024

***Housing Authority Budget of:
Morristown Housing Authority***

State Filing Year **2024**

For the Period: ***October 1, 2023*** ***to*** ***September 30, 2024***

www.morristownha.org
Housing Authority Web Address



Division of Local Government Services

**2024 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2024

Morristown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

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: Paul Ewert Date: 4/8/2024

2024 PREPARER'S CERTIFICATION

Morristown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

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.morristownha.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:	Keith Kinard
Title of Officer Certifying Compliance:	Executive Director
Signature:	kkinard@morristownha.com

2024 APPROVAL CERTIFICATION

Morristown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

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 Morristown Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 23, 2023.

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:	kkinard@morristownha.com
Name:	Keith Kinard
Title:	Executive Director
Address:	200 South Street, 4th flr. Morristown, NJ 07960
Phone Number:	973-538-6343
Fax Number:	973-292-4191
E-mail Address:	kkinard@morristownha.com

2024 HOUSING AUTHORITY BUDGET RESOLUTION

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget for Morristown Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 has been presented before the governing body of the Morristown Housing Authority at its open public meeting of October 23, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,524,778.00, Total Appropriations including any Accumulated Deficit, if any, of \$10,524,778.00, 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 Morristown Housing Authority, at an open public meeting held on October 23, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Morristown Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024, 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 Morristown Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 18, 2023.

kkinard@morristownha.com

(Secretary's Signature)

10/23/2023

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Martha Ballard	X			
Luma Oweis	X			
Eva Turbiner	X			
Nohemy Zabala				X
Tina Lindsey	X			
Derrick McCoy	X			

2024 ADOPTION CERTIFICATION

Morristown Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2023 to September 30, 2024

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 Morristown Housing Authority, pursuant to N.J.A.C 5:31-2.3, on February 26, 2024.

Officer's Signature:	adurham@morristownha.com		
Name:	Allison Durham		
Title:	Interim Executive Director		
Address:	200 South Street, 4th lr. Morristown, NJ 07960		
Phone Number:	973-538-6343	Fax:	973-292-4191
E-mail address:	adurham@morristownha.com		

2024 ADOPTED BUDGET RESOLUTION

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Morristown Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 has been presented for adoption before the governing body of the Morristown Housing Authority at its open public meeting of February 26, 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 \$10,524,778.00, Total Appropriations, including any Accumulated Deficit, if any, of \$10,524,778.00, 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 Morristown Housing Authority at an open public meeting held on February 26, 2024 that the Annual Budget and Capital Budget/Program of the Morristown Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024 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.

adurham@morristownha.com

(Secretary's Signature)

2/26/2024

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Martha Ballard	X			
Luma Oweis	X			
Eva Turbiner	X			
Nohemy Zabala	X			
Brian Carroll	X			
Derrick McCoy	X			
Gregg Washington				X

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

2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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 between budgetary accounts are described as follows:

Revenue:

1. Rental income eliminated as there is no longer any Authority owned public housing.
2. Excess utility income eliminated as there is no longer any Authority owned public housing.
3. HUD operating subsidy reduced to reflect final amounts owed to Authority.
4. Voucher revenue increased to reflect conversion of all public housing units to the HCV program.
5. OAHS and Sally center rents combined with other income sources.
6. Proj. cash flow, mgmt. Fees, shared svcs. Increased due to combination with other sources of revenue and final CFP revenue.
7. Interest income increased due to investment of project sales proceeds.

Appropriations:

- | | |
|--|---|
| 1. Fringe benefits and staffing reduced to account for transfer of units. | 6. rents increased to provide for conversion to HCV. |
| 2. Auditing and Misc. Admin. reduced due to sale of public housing. | 7. Replacement of Equipment budgeted in current year. |
| 3. Tenant services costs increased to provide for increased tenant programs. | 8. Insurance increased based on current premiums. |
| 4. Utilities and maintenance decreased due to no longer any owned public housing. | |
| 5. PILOT and Collection losses eliminated due to no longer any Authority owned public housing. | |

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.

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.

Unrestricted net position is not expected to be utilized.

2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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.

An accumulated deficit exists due to accounting fore noncash OPEB and pension requirements.

(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.

Name of Authority:	Morristown Housing Authority		
<i>Federal ID Number:</i>	22-6002653		
<i>Address:</i>	200 South Street		
<i>City, State, Zip:</i>	Morristown	NJ	07960
<i>Phone: (ext.)</i>	973-538-6343	<i>Fax:</i>	973-538-4191

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

Chief Executive Officer*	Keith Kinard		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	973-538-6343	<i>Fax:</i>	973-292-4191
<i>E-mail:</i>	kkinard@morristownha.com		

Chief Financial Officer*	Keith Kinard		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	973-538-6343	<i>Fax:</i>	973-292-4191
<i>E-mail:</i>	kkinard@morristownha.com		

Name of Auditor:	Richard Larsen, CPA		
<i>Name of Firm:</i>	Novogradac and Co.		
<i>Address:</i>	1433 Hooper Avenue, Suite 329		
<i>City, State, Zip:</i>	Toms River	NJ	08753
<i>Phone: (ext.)</i>	732-503-4257	<i>Fax:</i>	
<i>E-mail:</i>	rich.larsen@novoco.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

21

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:

\$ 967,779.00

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

7

(5 or 7 per State statute)

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

0

(Maximum is 2)

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

No

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

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

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

No

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

No

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

No

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

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

No

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

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

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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

No

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

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

No

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

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

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

No

No

No

No

No

No

No

No

No

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

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

Yes

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

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

No

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

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

No

If "yes", provide explanation including amount paid.

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

No

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

**HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE
(CONTINUED)**

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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)**

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024
Use the space below to provide clarification for any Questionnaire responses.

Page N-3, Question 8- Salaries are reviewed and approved by the Board when they approve the Budget.

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

Morristown Housing Authority

FISCAL YEAR: October 01, 2023 to September 30, 2024

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)
Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	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					
1	Martha Ballard	Chairperson		X						\$ -
2	Luma Oweis	Commissioner		X						\$ -
3	Eva Turbiner	Commissioner		X						\$ -
4	Nohemy Zabala	Commissioner		X						\$ -
5	Tina Lindsey	Commissioner		X						\$ -
6	Derrick McCoy	Commissioner		X						\$ -
7	Gregg Washington	Commissioner		X						\$ -
8	Keith Kinard	Executive Director			X				\$ 48,203.00	\$ 208,880.00
9	Allison Durham	Deputy Director			X				\$ 29,553.00	\$ 128,062.00
10									\$ -	\$ -
11									\$ -	\$ -
12									\$ -	\$ -
13									\$ -	\$ -
14									\$ -	\$ -
15									\$ -	\$ -
16									\$ -	\$ -
17									\$ -	\$ -
18									\$ -	\$ -
19									\$ -	\$ -
20									\$ -	\$ -
21									\$ -	\$ -
22									\$ -	\$ -
23									\$ -	\$ -
24									\$ -	\$ -
25									\$ -	\$ -
26									\$ -	\$ -
27									\$ -	\$ -
28									\$ -	\$ -
29									\$ -	\$ -
30									\$ -	\$ -
31									\$ -	\$ -
32									\$ -	\$ -
33									\$ -	\$ -
34									\$ -	\$ -
35									\$ -	\$ -
Total:										\$ 77,756.00
										\$ 336,942.00

Schedule of Health Benefits - Detailed Cost Analysis

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

If no health benefits, check this box: ☐

	# of Covered Members		Annual Cost		# of Covered Members		Annual Cost per		Total Current		% Increase	
	(Medical & Rx) Proposed Budget	(Medical & Rx) Estimate	Employee Proposed Budget	Employee Estimate	(Medical & Rx) Current Year	(Medical & Rx) Current Year	Employee Year	Employee Year	Year Cost	(Decrease)	(Decrease)	(Decrease)
Active Employees - Health Benefits - Annual Cost												
Single Coverage	3	15,041.00	45,123.00	-	3	14,325.00	42,975.00	2,148.00	5.0%			
Parent & Child												
Employee & Spouse (or Partner)	2	30,083.00	60,166.00		2	28,650.00	57,300.00	2,866.00	5.0%			
Family	1	41,965.00	41,965.00		1	39,967.00	39,967.00	1,998.00	5.0%			
Employee Cost Sharing Contribution (enter as negative -)												
Subtotal	6	147,254.00	147,254.00		6		140,242.00	7,012.00	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	6	8,988.00	53,928.00		6	8,559.00	51,354.00	2,574.00	5.0%			
Parent & Child												
Employee & Spouse (or Partner)												
Family												
Employee Cost Sharing Contribution (enter as negative -)												
Subtotal	6	53,928.00	53,928.00		6		51,354.00	2,574.00	5.0%			
GRAND TOTAL	12	201,182.00	201,182.00		12		191,596.00	9,586.00	5.0%			

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

For the Period: October 01, 2023 to September 30, 2024

If no accumulated absences, check this box: ☐

Total liability for accumulated compensated absences per most recent audit (this page only)	\$ 173,485.00
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For the Period: October 01, 2023 to September 30, 2024

[illegible]

Page N-6 (2)

For the Period: October 01, 2023 to September 30, 2024

[illegible]

Total liability for accumulated compensated absences per most recent audit (all pages)	\$ 173,485.00
---	----------------------

Page N-6 (Totals)

Morristown Housing Authority

If no shared services, check this box:

[illegible]Page N-7

**2024 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Morristown Housing Authority
For the Period: October 01, 2023 to September 30, 2024

	FY 2024 Proposed Budget					FY 2023 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	
REVENUES											
Total Operating Revenues	\$ 550,000	\$ -	\$ 9,183,382	\$ 288,735	\$ 10,022,117	\$ 7,658,857	\$ 2,363,260	30.9%			
Total Non-Operating Revenues	-	-	-	502,661	502,661	10,380	492,281	4742.6%			
Total Anticipated Revenues	550,000	-	9,183,382	791,396	10,524,778	7,669,237	2,855,541	37.2%			
APPROPRIATIONS											
Total Administration	-	-	495,250	805,887	1,301,137	1,487,058	(185,921)	-12.5%			
Total Cost of Providing Services	-	-	8,688,132	535,509	9,223,641	7,368,886	1,854,755	25.2%			
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!			
Total Operating Appropriations	-	-	9,183,382	1,341,396	10,524,778	8,855,944	1,668,834	18.8%			
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!			
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!			
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!			
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!			
Total Appropriations and Accumulated Deficit	-	-	9,183,382	1,341,396	10,524,778	8,855,944	1,668,834	18.8%			
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!			
Net Total Appropriations	-	-	9,183,382	1,341,396	10,524,778	8,855,944	1,668,834	18.8%			
ANTICIPATED SURPLUS (DEFICIT)	\$ 550,000	\$ -	\$ -	\$ (550,000)	\$ -	\$ (1,186,707)	\$ 1,186,707	-100.0%			

Revenue Schedule

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

[illegible]

Prior Year Adopted Revenue Schedule

Morristown Housing Authority

FY 2023 Adopted Budget[illegible]

Appropriations Schedule

Morristown Housing Authority
For the Period: October 01, 2023 to September 30, 2024

						<i>FY 2023 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	FY 2024 Proposed Budget							
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages			180,000	361,334	\$ 541,334	\$ 577,039	\$ (35,705)	-6.2%
Fringe Benefits			90,000	170,000	260,000	305,935	(45,935)	-15.0%
Legal			32,500	32,500	65,000	65,000	-	0.0%
Staff Training			2,500	2,500	5,000	5,000	-	0.0%
Travel			2,500	2,500	5,000	5,000	-	0.0%
Accounting Fees			20,000	20,000	40,000	40,000	-	0.0%
Auditing Fees			12,500	12,500	25,000	30,000	(5,000)	-16.7%
Miscellaneous Administration*			155,250	204,553	359,803	459,084	(99,281)	-21.6%
Total Administration	-	-	495,250	805,887	1,301,137	1,487,058	(185,921)	-12.5%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services				150,000	150,000	142,356	7,644	5.4%
Salary & Wages - Maintenance & Operation					-	150,000	(150,000)	-100.0%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits				68,009	68,009	144,065	(76,056)	-52.8%
Tenant Services				65,000	65,000	32,000	33,000	103.1%
Utilities				30,000	30,000	198,000	(168,000)	-84.8%
Maintenance & Operation			42,500	127,500	170,000	170,000	-	0.0%
Protective Services					-	-	-	#DIV/0!
Insurance			32,100	95,000	127,100	98,250	28,850	29.4%
Payment in Lieu of Taxes (PILOT)					-	23,215	(23,215)	-100.0%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses					-	230,000	(230,000)	-100.0%
Other General Expense					-	-	-	#DIV/0!
Rents			8,613,532		8,613,532	6,100,000	2,513,532	41.2%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	81,000	(81,000)	-100.0%
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	-	-	8,688,132	535,509	9,223,641	7,368,886	1,854,755	25.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	-	-	9,183,382	1,341,396	10,524,778	8,855,944	1,668,834	18.8%
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	-	-	9,183,382	1,341,396	10,524,778	8,855,944	1,668,834	18.8%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	-	9,183,382	1,341,396	10,524,778	8,855,944	1,668,834	18.8%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ -	\$ -	\$ 9,183,382	\$ 1,341,396	\$ 10,524,778	\$ 8,855,944	\$ 1,668,834	18.8%

* 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 \$ - \$ - \$ 459,169.10 \$ 67,069.80 \$ 526,238.90

APPROPRIATION DETAIL PAGE

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

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

[illegible]

APPROPRIATION DETAIL PAGE

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

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

[illegible]

APPROPRIATION DETAIL PAGE

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

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

[illegible]

Prior Year Adopted Appropriations Schedule

Morristown Housing Authority

FY 2023 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 425,041		\$ 151,998		\$ 577,039
Fringe Benefits	221,605		84,330		305,935
Legal	32,500		32,500		65,000
Staff Training	1,250		3,750		5,000
Travel	1,250		3,750		5,000
Accounting Fees	20,000		20,000		40,000
Auditing Fees	20,000		10,000		30,000
Miscellaneous Administration*	239,900		219,184		459,084
Total Administration	961,546	-	525,512	-	1,487,058
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	142,356				142,356
Salary & Wages - Maintenance & Operation	150,000				150,000
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	144,065				144,065
Tenant Services	32,000				32,000
Utilities	180,000		18,000		198,000
Maintenance & Operation	170,000				170,000
Protective Services					-
Insurance	75,000		23,250		98,250
Payment in Lieu of Taxes (PILOT)	23,215				23,215
Terminal Leave Payments					-
Collection Losses	230,000				230,000
Other General Expense					-
Rents			6,100,000		6,100,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment	14,000		67,000		81,000
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,160,636	-	6,208,250	-	7,368,886
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,122,182	-	6,733,762	-	8,855,944
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	2,122,182	-	6,733,762	-	8,855,944
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,122,182	-	6,733,762	-	8,855,944
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,122,182	\$ -	\$ 6,733,762	\$ -	\$ 8,855,944

* 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 \$ 106,109.10 \$ - \$ 336,688.10 \$ - \$ 442,797.20

APPROPRIATION DETAIL PAGE

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

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

[illegible]

APPROPRIATION DETAIL PAGE

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

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

[illegible]

APPROPRIATION DETAIL PAGE

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

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

[illegible]

Debt Service Schedule - Principal

Morristown Housing Authority

☒ If authority has no debt check this box:

Fiscal Year Ending in

[illegible]

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

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

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Morristown Housing Authority

If authority has no debt check this box: ☒

Fiscal Year Ending in

[illegible]

Net Position Reconciliation

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

FY 2024 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 2,455,575.00	\$ -	\$ (502,252)	\$ 7,105,446	\$ 9,058,769
Less: Invested in Capital Assets, Net of Related Debt (1)	6,996,550				6,996,550
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	2,327		-		2,327
Total Unrestricted Net Position (1)	(4,543,302)	-	(502,252)	7,105,446	2,059,892
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,731,141		467,549		2,198,690
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	4,177,928		111,600		4,289,528
Plus: Estimated Income (Loss) on Current Year Operations (2)	(1,172,325)		(14,382)		(1,186,707)
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	193,442	-	62,515	7,105,446	7,361,403
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)	\$ 193,442	\$ -	\$ 62,515	\$ 7,105,446	\$ 7,361,403

(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 \$ - \$ - \$ 459,169 \$ 67,070 \$ 526,239
(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

Morristown Housing Authority

(Housing Authority Name)

**2024 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM**

2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Morristown Housing Authority

(Housing Authority Name)

Fiscal Year: October 01, 2023 to September 30, 2024

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 Morristown Housing Authority, on October 23, 2023.

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

The Authority no longer owns any units.

Officer's Signature:	kkinard@morristownha.com
Name:	Keith Kinard
Title:	Executive Director
Address:	200 South Street
	Morristown, NJ 07960
Phone Number:	973-538-6343
Fax Number:	973-292-4191
E-mail Address:	kkinard@morristownha.com

2024 CAPITAL BUDGET/PROGRAM MESSAGE

Morristown Housing Authority

Fiscal Year: October 01, 2023 to September 30, 2024

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

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	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

Morristown Housing Authority
For the Period: October 01, 2023 to September 30, 2024

		Fiscal Year Beginning in					
	Estimated Total Cost	Current Budget Year 2024	2025	2026	2027	2028	2029
Public Housing Management							
	\$ -	\$ -					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Section 8							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
	-	-					
	-	-					
	-	-					
	-	-					
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

Morristown Housing Authority

For the Period: October 01, 2023 to September 30, 2024

	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.

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

Contracting Unit: _____ Morristown Housing Authority _____ Year Ending: _____ **September 30, 2022**

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

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)
If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here ☐ and certify below.

10/23/2023

Date

_____ kkinard@morristownha.org
Clerk/Secretary to the Governing Body

Appendix to Budget Document