

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp.12/31/2012)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Beverly Housing Authority  
PHA Code: NJ 018

PHA Fiscal Year Beginning: October 1, 2024 Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: April 18, 2024
- ☐ Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- ☐ Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- ☐ Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <b>Mr. John Haaf</b>	Signature:	Date: 4/18/24

# Operating Budget

## U. S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending		c. No. of months		d. Type of HUD assisted project(s)			
[ X ] Original [ ] Revision No. :		September 30, 2025		[ X ] 12 mo.		01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership			
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)									
HOUSING AUTHORITY OF THE CITY OF BEVERLY									
f. Address (city, State, zip code)									
g. ACC Number		h. PAS/LOCCS Project No.		i. HUD Field Office					
NY-228		NJ01800125S		NEWARK, N.J.					
j. No. of Dwelling Units		k. No. of Unit Months Available		m. No. of Projects					
71		852							

  

Line No.	Accl. No.	Description (1)	Actuals Last Fiscal Yr. 2023 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 2024 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
<b>Homebuyers Monthly Payments for:</b>								
010	7710	Operating Expenses						
020	7712	Earned Home Payments Account						
030	7714	Nonroutine Maintenance Reserves						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or Deficit) in Break-Even Amount						
060	7790	Homebuyers Monthly Payments (Contra)						
<b>Operating Receipts</b>								
070	3110	Dwelling Rentals	\$300,000	\$352.11	\$440.14	\$375,000		
080	3120	Excess Utilities		\$0.00	\$0.00	\$0		
090	3190	Nondwelling Rentals		\$0.00	\$0.00	\$0		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$300,000	\$352.11	\$440.14	\$375,000		
110	3610	Interest on General Fund Investments	\$6,000	\$7.04	\$58.69	\$50,000		
120	3690	Other Operating Receipts	\$276,213	\$324.19	\$412.32	\$351,298		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$582,213	\$683.34	\$911.15	\$776,298		
<b>Operating Expenditures - Administration:</b>								
140	4110	Administrative Salaries	\$260,000	\$305.16	\$334.51	\$285,000		
150	4130	Legal Expense	\$8,000	\$9.39	\$9.39	\$8,000	0	
160	4140	Staff Training	\$8,000	\$9.39	\$11.03	\$9,400	0	
170	4150	Travel	\$8,000	\$9.39	\$11.33	\$9,650	0	
180	4170	Accounting Fees	\$12,600	\$14.79	\$18.78	\$16,000	0	
190	4171	Auditing Fees	\$10,500	\$12.32	\$14.08	\$12,000	0	
200	4190	Other Administrative Expenses	\$20,900	\$24.53	\$28.99	\$24,700	0	
210	Total	Administrative Expense (sum of line 140 thru 200)	\$328,000	\$384.97	\$428.11	\$364,750		
<b>Tenant Services:</b>								
220	4210	Salaries		\$0.00	\$0.00	\$0		
230	4220	Recreation, Publications and Other Services	\$1,000	\$1.17	\$1.17	\$1,000		
240	4230	Contract Costs, Training and Other	\$1,000	\$1.17	\$1.17	\$1,000		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$2,000	\$2.34	\$2.34	\$2,000		
<b>Utilities:</b>								
260	4310	Water	\$1,700	\$2.00	\$2.58	\$2,200		
270	4320	Electricity	\$11,000	\$12.91	\$16.43	\$14,000		
280	4330	Gas	\$3,000	\$3.52	\$4.69	\$4,000		
290	4340	Fuel	\$0	\$0.00	\$0.00	\$0		
300	4350	Labor	\$28,375	\$33.30	\$33.30	\$28,375		
310	4390	Other utilities-Sewer	\$27,000	\$31.69	\$32.86	\$28,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$71,075	\$83.42	\$89.86	\$76,575		

Name of PHA / IHA HOUSING AUTHORITY OF THE CITY OF BEVERLY				Fiscal Year Ending September 30, 2025				
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2023 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 2024 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
<b>Ordinary Maintenance and Operation:</b>								
330	4410	Labor	\$85,125	\$99.91	\$99.91	\$85,125		
340	4420	Materials	\$19,000	\$22.30	\$29.34	\$25,000		
350	4430	Contract Costs	\$35,000	\$41.08	\$70.42	\$80,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$139,125	\$163.29	\$199.67	\$170,125		
<b>Protective Services:</b>								
370	3110	Labor		\$0.00	\$0.00	\$0		
380	3120	Materials		\$0.00	\$0.00	\$0		
390	3190	Contract Costs		\$0.00	\$0.00	\$0		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$0	\$0.00	\$0.00	\$0		
<b>General Expense:</b>								
410	4510	Insurance	\$40,000	\$46.95	\$57.98	\$49,400		
420	4520	Payments in Lieu of Taxes	\$22,893	\$26.87	\$35.03	\$29,843		
430	4530	Terminal Leave Payments	\$0	\$0.00	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$121,000	\$142.02	\$164.32	\$140,000		
450	4570	Collection Losses	\$4,000	\$4.69	\$4.69	\$4,000		
460	4590	Other General Expense	\$0	\$0.00	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$187,893	\$220.53	\$262.02	\$223,243		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$728,093	\$854.55	\$982.00	\$836,693		
<b>Rent for Leased Dwellings:</b>								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)						
<b>Nonroutine Expenditures:</b>								
510	4610	Extraordinary Maintenance	\$6,000	\$7.04	\$52.82	\$45,000		
520	7520	Replacement of Nonexpendable Equipment	\$25,000	\$29.34	\$17.61	\$15,000		
530	7540	Property Betterments and Additions		\$0.00	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$31,000	\$36.38	\$70.43	\$60,000		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$759,093	\$890.93	\$1,052.43	\$896,693		
<b>Prior Year Adjustments:</b>								
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0	\$0.00	\$0.00	\$0		
<b>Other Expenditures:</b>								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$759,093	\$890.93	\$1,052.43	\$896,693		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$176,880)	(\$207.59)	(\$141.28)	(\$120,395)		
<b>HUD Contributions:</b>								
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op.Sub.-Cur.Yr. (before year-end adj)	\$234,000	\$274.65	\$213.62	\$182,000		
640		Mandatory PFS Adjustments (net):			\$0.00	\$0		
650		Other (specify): Utility Adj FY 2001	\$0					
660		Other (specify): 10% Reduction	\$0					
670		Total Year-end Adjustments/Other (plus or minus 640-660)	(\$14,040)	(\$16.48)	(\$10.68)	(\$9,100)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$219,960	\$258.17	\$202.94	\$172,900		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$219,960	\$258.17	\$202.94	\$172,900		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	\$43,080	\$50.58	\$61.66	\$52,506		



**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

To the best of my knowledge, all the information provided in the accompanying herewith, is true and accurate

**Totals Page**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

**Operating Budget  
Schedule of All Positions and Salaries**

OMB Approval No. 2577-0028 Exp. (10/31/97)

Name of Local Housing Authority Housing Authority of the City of Beverly		Locality 101 Magnolia Street		Beverly, NJ 08010				Fiscal Year End September 30, 2024					
Position Title and Name By Organizational Unit and Function	(1)	(1a)	Requested Budget Year			Allocation of Salaries by Program				Method of Allocation			
			Present Salary Rate As of (date) 2024-2025	Salary Rate 2024-2025	No. Months (4)	Estimated Payment Amount (5)	Management (6)	Modernization (7)	Development (8)		Section 8 Programs (9)	Other Programs (10)	Longevity (11)
<b>Totals for all Categories:</b>													
Total Administration-NonTechnical				\$ 285,000				\$ 178,500				\$ 108,500	
Total Administration-Technical													
Total Administration-Nontechnical: Tenant Services													
Total Maintenance				\$ 85,125			\$ 65,625					\$ 19,500	
Total Other													
Total Utilities				\$ 26,375			\$ 21,875					\$ 8,500	
Total Payroll				\$ 396,500			\$ 266,000					\$ 132,500	
To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate												Executive Director or Designated Official	Date
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3)												Gary J. Centinaro	

Operating Budget  
Schedule of Nonroutine Expenditures

U. S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 6/30/2001)

Public Reporting Burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Local Housing Authority

Locality

Fiscal Year Ending

HOUSING AUTHORITY OF THE CITY OF BEVERLY

BEVERLY, NEW JERSEY

September 30, 2025

Extraordinary Maintenance and Betterments and Additions (Excluding Equipment Additions)				Equipment Requirements			
Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Current Year End (5)	Requested Budget Year Estimated Expenditure In Year (6)	Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)
EM-1	Various System Upgrades	NJ-18-1	\$ 10,000	100%	\$ 10,000	100%	Maintenance Equipment Office Equipment Tools & Maintenance Equipment Total
EM-1	Various Site Improvements	NJ-18-1	5,000	100%	5,000	100%	
EM-1	Various Apt. Renovations	NJ-18-1	30,000	100%	30,000	100%	
	Total		\$ 45,000		\$ 45,000		
RA							1 \$ 10,000 \$ 10,000
RA							1 2,500 2,500
							1 2,500 2,500
							\$ 15,000 \$ 15,000

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Facsimile form HUD-52567 (3/95)  
ref. Handbook 7475.1

**Operating Budget**  
**Schedule of Administration**  
**Expenses Other Than Salary**

U. S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 6/30/2001)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 605(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:	Locality:	Fiscal Year End:
HOUSING AUTHORITY OF THE CITY OF BEVERLY	BEVERLY, NEW JERSEY	September 30, 2025

(1) Description	(2) Total	(3) Management	(4) Modernization	(5) Section 8	(6)
1 Legal Expense (Also see salary schedule)	\$8,000	\$8,000			
2 Training (list and provide justification)	\$9,400	\$9,400			
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$6,800	\$6,800			
4 Other Travel:					
Outside Area of Jurisdiction	\$1,600	\$1,600			
5 Within Area of Jurisdiction	\$1,250	\$1,250			
6 Total Travel	\$9,650	\$9,650			
7 Accounting	\$16,000	\$16,000			
8 Auditing	\$12,000	\$12,000			
9 Sundry					
Rental of Office Space	\$0	\$0			
10 Publications	\$1,000	\$1,000			
11 Membership Dues and Fees (list orgn. and amount)	\$1,200	\$1,200			
12 Telephone, Fax, Electronic Communications	\$4,400	\$4,400			
13 Collection Agent Fees and Court Costs	\$800	\$800			
14 Administrative Services Contracts - Computers	\$3,000	\$3,000			
15 Forms, Stationary and Office Supplies	\$3,500	\$3,500			
16 Other Sundry Expense (provide breakdown)	\$10,800	\$10,800			
17 Total Sundry	\$24,700	\$24,700			
18 Total Administration Expense Other Than Salaries	\$79,750	\$79,750			

Copier Lease	\$	1,800
Computer & I/T Costs		2,500
Postage		1,000
Software Updates		3,000
Miscellaneous		2,500
<b>Total Sundry</b>	<b>\$</b>	<b>10,800</b>

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative and Date:

X



# Operating Budget

## Summary of Budget Data and Justifications

U. S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 6/30/2011)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6404 of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. The information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
HOUSING AUTHORITY OF THE CITY OF BEVERLY	BEVERLY, NEW JERSEY	September 30, 2025

### Operating Receipts

**Dwelling Rental:** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Projection based on prior actuals

\$ 375,000

**Avg. Monthly Dwelling Rental (AMDR)**

**Unit Months Available**

**Excess Utilities:** (NOT for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas ☐ Electricity ☐ Other ☒ (Specify) \_\_\_\_\_

2. Comments:

\_\_\_\_\_

**Excess Utility Income estimated in the amount of:**

\$ 0

**Non dwelling Rent:** (NOT for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments:

**Non dwelling Rent estimated in the amount of:**

\_\_\_\_\_

**Interest on General Fund Investments:** State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Interest on General Fund Investments equal:

Projection based on prior actuals \$ 50,000

**Other Comments on Estimates of Oper. Receipts:** Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Management Fees-Florence Housing Authority	\$164,000
Fraud Recovery	4,000
Miscellaneous	4,000
CFP Operations	<u>179,298</u>
<b>TOTAL</b>	<u><b>\$351,298</b></u>

## Operating Expenditures

### Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows.

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.  
Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to mgmt. at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).  
Column (3) Enter the portion of total salary expense shown in Column (5) or (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.  
Column (4) Enter the portion of total salary expense shown in Column (5) or (10), form HUD-52566, allocable to Section 23 Leased housing in management.  
Column (5) Enter the portion of total salary expense shown in Column (5) or (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).  
Column (6) Enter the portion of total salary expense shown in Column (5) or (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)						
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)						
Utilities--Labor (1)						
Other (Specify) (Tenant Services, Legal, etc.) (1)						
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Ordinary Maintenance and Operation -- Materials: Give an explanation of substantial Requested Budget Year estimated PUM increases over the PUM rate of expenditures for materials in the Current Budget Year.

Materials Estimated at:

\$ 25,000

---

Ordinary Maintenance and Operation -- Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Contract Costs Estimated at:

\$ 60,000

**Insurance** Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	<b>TOTAL</b>
<b>Package</b>	<b>\$49,400</b>
<b>Deductibles</b>	<b>\$0</b>
<b>TOTAL INSURANCE:</b>	<b>\$49,400</b>

**Employee Benefit Contributions:** List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

	<b>TOTAL</b>
<b>Health &amp; Prescription</b>	<b>\$ 60,000</b>
<b>Miscellaneous</b>	<b>3,000</b>
<b>Pension</b>	<b>42,000</b>
<b>Payroll Taxes (9.00%)</b>	<b>35,000</b>
<b>Total</b>	<b>\$ 140,000</b>

**Collection Losses:** State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

**Estimated at:** \$4,000 for the Requested Budget Year.

\* Based on current residents' accounts receivable balances.

**Extraordinary Maintenance, Replacement, and Betterments and Additions:** Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

**See HUD 52567 (Schedule of Nonroutine Expenditures)**

	<b>PILOT</b>
<b>Dwelling Rental</b>	<b>\$ 375,000</b>
<b>Excess Utilities</b>	<b>-</b>
<b>Total</b>	<b>\$ 375,000</b>
<b>Less: Utilities Expenses</b>	<b>(76,575)</b>
<b>Total</b>	<b>\$ 298,425</b>
<b>Times 10%</b>	<b>X 10%</b>
<b>Estimated PILOT</b>	<b>\$ 29,843</b>

**Contracts:** List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A