

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEAR ENDED DECEMBER 31, 2023**

**WITH  
REPORT OF INDEPENDENT AUDITORS**

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
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**YEAR ENDED DECEMBER 31, 2023**

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**REPORT OF INDEPENDENT AUDITORS**

To the Board of Commissioners  
Housing Authority of the Borough of Fort Lee:

**Opinion**

We have audited the accompanying financial statements of the Housing Authority of the Borough of Fort Lee (the "Authority") as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the accompanying table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of December 31, 2023, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

## **Auditors' Responsibilities for the Audit of the Financial Statements (continued)**

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required pension information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and is not a required part of the basic financial statements. The accompanying financial data schedule is also not a required part of the basic financial statements and is presented for the purposes of additional analysis as required by the U.S. Department of Housing and Urban Development.

### **Other Matters (continued)**

The schedule of expenditures of federal awards and financial data schedule are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and financial data schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2024 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*Novogradac & Company LLP*

September 30, 2024  
Toms River, New Jersey

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

As Management of the Authority, we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended December 31, 2023. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements as presented elsewhere in this Report.

**A     Financial Highlights**

1. The liabilities and deferred inflows of resources of the Authority exceeded its assets and deferred outflows of resources at the close of the most recent fiscal year by \$2,245,748 (net position) as opposed to \$1,894,397 for the prior fiscal year.
2. As of the close of the current fiscal year, the Authority's proprietary fund reported ending unrestricted net position of \$1,118,693.
3. The Authority's cash and cash equivalent balance (including restricted cash) at December 31, 2023 was \$2,898,474 representing an increase of \$232,916 from the prior fiscal year.
4. The Authority had total revenues of \$9,210,419 and total operating expenses of \$8,859,068 for the year ended December 31, 2023.
5. The Authority's expenditures of federal awards amounted to \$8,563,682 for the fiscal year.

**B.     Using the Annual Report**

**1. Management's Discussion and Analysis**

The Management's Discussion and Analysis is intended to serve as an introduction to the Authority's general purpose financial statements. The Authority's general purpose financial statements and Notes to Financial Statements included in this Report were prepared in accordance with GAAP applicable to governmental entities in the United States of America for Proprietary Fund types.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

B. Using the Annual Report (continued)

2. Basic Financial Statements

The financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business. They consist of Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows.

The Statement of Net Position presents information on all the Authority's assets and deferred outflows of resources and liabilities and deferred inflows of resources with the difference between the two reported as net position. Increases or decreases in net position will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of unrelated cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation and earned but unused vacation leave).

The Statement of Cash Flows presents relevant information about the Authority's cash receipts and cash payments during the year.

The financial statements report on the Authority's activities. The activities are primarily supported by HUD subsidies and grants. The Authority's function is to provide decent, safe and sanitary housing to low income and special needs populations. The financial statements can be found on pages 11 through 15.



**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

B. Using the Annual Report (continued)

3. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the financial statements. The Notes to Financial Statements can be found in this report after the financial statements.

4. Supplemental Information

The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Schedule of Expenditures of Federal Awards can be found on page 35 of this report.

C. The Authority as a Whole

The Authority's net position decreased during the fiscal year as detailed on the next page. The Authority's revenues are primarily subsidies and grants received from HUD. The Authority receives subsidies each month based on a pre-approved amount by HUD. Grants are drawn down based on need against a pre-authorized funding level. The Authority's revenues were not sufficient to cover all expenses, excluding depreciation during the fiscal year.

The Authority's net position is reflected in its investment in capital assets (e.g., land, buildings, equipment and construction in progress). The Authority uses these capital assets to provide housing services for its tenants; consequently, these assets are not available for future spending. The unrestricted net position of the Authority is available for future use to provide program services.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

**C. The Authority as a Whole (continued)**

Computation of Net Position is as follows:

	December 31,			%
	2023	2022	Variance	Change
Cash and Other Current Assets	\$ 1,876,687	\$ 1,706,139	\$ 170,548	10.00%
Restricted Cash	1,080,406	1,107,844	(27,438)	-2.48%
Capital Assets, Net	1,075,708	1,130,050	(54,342)	-4.81%
Deferred Outflows of Resources	<u>46,351</u>	<u>74,171</u>	<u>(27,820)</u>	-37.51%
 Total Assets and Deferred Outflows	 4,079,152	 4,018,204	 60,948	 1.52%
Less: Total Liabilities and Deferred Inflows of Resources	<u>1,833,404</u>	<u>2,123,807</u>	<u>(290,403)</u>	-13.67%
 Net Position	<u>\$ 2,245,748</u>	<u>\$ 1,894,397</u>	<u>\$ 351,351</u>	18.55%
 Net Investment in Capital Assets	\$ 713,156	\$ 1,130,050	\$ (416,894)	-36.89%
Restricted Net Position	413,899	286,487	127,412	44.47%
Unrestricted Net Position	<u>1,118,693</u>	<u>477,860</u>	<u>640,833</u>	134.10%
 Total Net Position	<u>\$ 2,245,748</u>	<u>\$ 1,894,397</u>	<u>\$ 351,351</u>	18.55%

- Cash and other current assets increased \$170,548 primarily due increases to the Authority's operating cash on hand by \$258,970 and tenant security deposits by \$1,384 offset by a decrease in accounts receivable, net of \$89,806.
- Restricted cash decreased \$27,438 primarily due to the Authority having a decrease of FSS escrows of \$135,015 offset by an increase in reserves and replacements escrows of \$162,453.
- Capital assets, net decreased \$54,342 primarily due to depreciation expense of \$150,365 off set by capital asset purchases of \$96,023.
- Total liabilities and deferred inflows of resources decreased \$290,403 primarily due to the changes of assumptions related to the pension and OPEB liabilities.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

**C. The Authority as a Whole (continued)**

	December 31,			%
	2023	2022	Variance	Change
<u>Operating Revenues:</u>				
Tenant Revenues	\$ 205,808	\$ 187,166	\$ 18,642	9.96%
HUD Operating and Capital Grants	8,744,146	8,551,969	192,177	2.25%
Other Revenues	<u>250,046</u>	<u>135,886</u>	<u>114,160</u>	84.01%
 Total Revenues	 <u>9,200,000</u>	 <u>8,875,021</u>	 <u>324,979</u>	 3.66%
<u>Operating Expenses:</u>				
Other Operating Expenses	1,054,393	1,025,633	28,760	2.80%
Housing Assistance Payments	7,654,310	7,484,906	169,404	2.26%
Depreciation	<u>150,365</u>	<u>142,579</u>	<u>7,786</u>	5.46%
 Total Operating Expenses	 <u>8,859,068</u>	 <u>8,653,118</u>	 <u>205,950</u>	 2.38%
 Operating Income (Loss)	 <u>340,932</u>	 <u>221,903</u>	 <u>119,029</u>	 -53.64%
<u>Other Revenues:</u>				
Interest Income	<u>10,419</u>	<u>8,328</u>	<u>2,091</u>	25.11%
 Change in Net Position	 351,351	 230,231	 121,120	 -52.61%
Net Position, Beginning of Year	<u>1,894,397</u>	<u>1,538,423</u>	<u>355,974</u>	23.14%
Prior Period Adjustments	<u>-</u>	<u>125,743</u>	<u>(125,743)</u>	100.00%
Net Position, Beginning of Year (as restated)	<u>1,894,397</u>	<u>1,664,166</u>	<u>230,231</u>	13.83%
Net Position, End of Year	<u>\$ 2,245,748</u>	<u>\$ 1,894,397</u>	<u>\$ 351,351</u>	18.55%

- HUD operating and capital grants decreased \$192,177 due to the Authority receiving more grant subsidy in the Section 8 Housing Choice Vouchers Program during the year.
- Other operating expenses increased \$28,760, primarily due to an increase of \$46,725 in administrative expenses offset by a decrease of \$13,815 in ordinary repairs and maintenance.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

**D. Budgetary Highlights**

For the year ended December 31, 2023, individual program or grant budgets were prepared by the Authority and were approved by the Board of Commissioners. The budgets were primarily used as a management tool and have no legal stature. Also, the Authority adopted a comprehensive annual budget for the General Fund. The budgets were prepared in accordance with the accounting procedures prescribed by the applicable funding agency.

As indicated by the excess of revenues over expenses, the Authority's net deficit increased during the fiscal year.

**E. Capital Assets and Debt Administration**

**1. Capital Assets**

As of December 31, 2023, the Authority's investment in capital assets for its Proprietary Fund was \$1,075,708. This investment in capital assets includes land, buildings, equipment and construction in progress, net of accumulated depreciation.

Additional information on the Authority's capital assets can be found in the Notes to the Financial Statements, which is included in this Report.

**2. Long Term Debt**

As of December 31, 2023, the Authority had notes payable outstanding totaling \$362,552.

Additional information on the Authority's capital assets can be found in the Notes to the Financial Statements, which is included in this Report.

**F. Economic Factors and Next Year's Budgets and Rates**

The following factors were considered in preparing the Authority's budget for the fiscal year ending December 31, 2024:

1. The state of the economy.
2. The need for Congress to fund the war on terrorism and the continued cut-back on HUD subsidies and grants.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED DECEMBER 31, 2023**

G. Contacting the Authority's Financial Management

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Terrence Corriston, Executive Director, Housing Authority of the Borough of Fort Lee, 1403 Teresa Drive, Fort Lee, NJ 07024.

**FINANCIAL STATEMENTS**

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**STATEMENT OF NET POSITION**  
**AS OF DECEMBER 31, 2023**

ASSETS

Current assets:	
Cash and cash equivalents	\$ 1,802,902
Tenant security deposits	15,166
Account receivable, net	<u>58,619</u>
Total current assets	<u>1,876,687</u>
Non-current assets	
Restricted cash	1,080,406
Capital assets, net	<u>1,075,708</u>
Total non-current assets	<u>2,156,114</u>
Total assets	<u>4,032,801</u>

DEFERRED OUTFLOWS OF RESOURCES

State of New Jersey P.E.R.S.	<u>46,351</u>
Total assets and deferred outflows of resources	<u>\$ 4,079,152</u>

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**STATEMENT OF NET POSITION (continued)**  
**AS OF DECEMBER 31, 2023**

**LIABILITIES**

Current liabilities:	
Accounts payable	\$ 44,476
Accrued expenses	128
Tenant security deposits	15,645
Notes payable, current	6,781
Accrued interest payable	788
Other current liabilities	<u>880</u>
Total current liabilities	<u>68,698</u>
Non-current liabilities:	
Notes payable, non-current	355,771
Accrued pension liability	611,940
Other non-current liabilities	<u>666,507</u>
Total non-current liabilities	<u>1,634,218</u>
Total liabilities	<u>1,702,916</u>

**DEFERRED INFLOWS OF RESOURCES**

State of New Jersey P.E.R.S.	<u>130,488</u>
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**NET POSITION**

Net position:	
Net investment in capital assets	713,156
Restricted	413,899
Unrestricted	<u>1,118,693</u>
Total net position	<u>2,245,748</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 4,079,152</u>



**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
FOR THE YEAR ENDED DECEMBER 31, 2023**

Operating revenues:	
Tenant revenue	\$ 205,808
HUD operating grants	8,648,123
Other revenues	<u>144,893</u>
Total operating revenues	<u>8,998,824</u>
Operating expenses:	
Administrative	686,809
Tenant services	55,905
Utilities	90,003
Ordinary repairs and maintenance	151,080
Insurance	37,623
General	23,580
Housing assistance payments	7,654,310
Depreciation	<u>150,365</u>
Total operating expenses	<u>8,849,675</u>
Operating income	<u>149,149</u>
Non-operating revenues (expenses):	
Investment income	10,419
Interest expense	(9,393)
Actuarial change in post employment benefits	<u>105,153</u>
Total non-operating revenues (expenses)	<u>106,179</u>
Income before capital grants	255,328
Capital grants	<u>96,023</u>
Change in net position	351,351
Net position, beginning of year	<u>1,894,397</u>
Net position, end of year	<u><u>\$ 2,245,748</u></u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

Cash Flows from Operating Activities:	
Cash received from tenants and others	\$ 581,257
Cash received from grantors	8,614,439
Cash paid to employees	(689,876)
Cash paid to vendors and suppliers	<u>(8,267,379)</u>
Net cash provided by operating activities	<u>238,441</u>
Cash Flows from Capital and Related Financing Activities:	
Principal payments on notes payable	(6,530)
Interest paid on notes payable	(9,414)
Proceeds from capital grants	96,023
Purchase of capital assets	<u>(96,023)</u>
Net cash used in capital and related financing activities	<u>(15,944)</u>
Cash Flows from Investing Activities:	
Investment income	<u>10,419</u>
Net cash provided by investing activities	<u>10,419</u>
Net increase in cash and cash equivalents and restricted cash	232,916
Cash and cash equivalents and restricted cash, beginning of year	<u>2,665,558</u>
Cash and cash equivalents and restricted cash, end of year	<u><u>\$ 2,898,474</u></u>
Reconciliation of cash and cash equivalents and restricted cash to the Statement of Net Position is as follows:	
Cash and cash equivalents	\$ 1,802,902
Tenant security deposits	15,166
Restricted cash	<u>1,080,406</u>
Cash and cash equivalents and restricted cash	<u><u>\$ 2,898,474</u></u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**STATEMENT OF CASH FLOWS (continued)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

Reconciliation of operating income to net cash  
provided by operating activities:

Operating income	\$ 149,149
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Adjustments to reconcile operating income to net cash  
provided by operating activities:

Depreciation	150,365
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Changes in operating assets, deferred outflows of resources,  
liabilities and deferred inflows of resources:

Accounts receivable, net	89,806
Deferred outflows of resources	27,820
Accounts payable	4,541
Accrued expenses	(3,067)
Tenant security deposits	1,863
Accrued pension liability	90,555
Other liabilities	(154,216)
Deferred inflows of resources	<u>(118,375)</u>

Net cash provided by operating activities	<u>\$ 238,441</u>
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**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Organization**

The Housing Authority of the Borough of Fort Lee (the "Authority") is a governmental, public corporation created under federal and state housing laws as defined by State statute (N.J.S.A. 4A: 12A-1, et. seq., the "Housing Authority Act") for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives for low and moderate income families residing in the Borough of Fort Lee, New Jersey (the "Borough"). The Authority is responsible for operating certain low-rent housing programs in the Borough under programs administered by the U.S. Department of Housing and Urban Development ("HUD"). These programs provide housing for eligible families under the United States Housing Act of 1937, as amended.

The Authority is governed by a board of seven members who serve five-year terms. The governing board is essentially autonomous but is responsible to HUD and the State of New Jersey Department of Community Affairs. An executive director is appointed by the Authority's Board to manage the day-to-day operations of the Authority.

**B. Basis of Accounting / Financial Statement Presentation**

The Authority's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The programs of the Authority are organized as separate accounting entities. Each program is accounted for by a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position (program equity), revenues, and expenses. The individual programs account for the governmental resources allocated to them for the purpose of carrying on specific programs in accordance with laws, regulations, or other restrictions, including those imposed by HUD. The programs of the Authority are combined and considered an enterprise fund. An enterprise fund is used to account for activities that are operated in a manner similar to those found in the private sector.

The Authority's enterprise fund is accounted for using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, and losses from assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

The Authority's financial statements are prepared in accordance with GASB 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, as amended ("GASB 34"). GASB 34 requires the basic financial statements to be prepared using the economic resources measurement focus and the accrual basis of accounting and requires the presentation of a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows. GASB 34 also requires the Authority to include Management's Discussion and Analysis as part of the Required Supplementary Information.

The Authority's primary source of non-exchange revenue relates to grants and subsidies. In accordance with GASB 33, *Accounting and Financial Reporting for Non-exchange Transactions* ("GASB 33"), grant and subsidy revenue are recognized at the time eligible program expenditures occur and/or the Authority has complied with the grant and subsidy requirements.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. Basis of Accounting / Financial Statement Presentation (continued)**

On January 30, 2008, HUD issued PIH Notice 2008-9 which requires that unused housing assistance payments ("HAP") under proprietary fund reporting should be reported as restricted net position, with the associated cash and investments also being reported as restricted. Any unused administrative fees should be reported as unrestricted net position, with the associated assets being reported on the financial data schedule as unrestricted.

Both administrative fee and HAP revenue continue to be recognized under the guidelines set forth in GASB 33. Accordingly, both the time and purpose restrictions as defined by GASB 33 are met when these funds are available and measurable, not when these funds are expended. The Section 8 Housing Choice Vouchers program is no longer a cost reimbursement grant; therefore, the Authority recognizes unspent administrative fee and HAP revenue in the reporting period as revenue for financial statement reporting.

In accordance with 2 CFR 200.305(b)(9), any investment income earned up to \$500 on these funds may be retained by the Authority. Amounts in excess of \$500 must be remitted annually to the Department of Health and Human Services, Payment Management System.

On January 1, 2023, the Authority adopted GASB 96, *Subscription-Based Information Technology Arrangements* ("GASB 96"). GASB 96 increases the transparency and comparability among governmental organizations by requiring the recognition of subscription assets and subscription liabilities on the statement of net position by subscribers and the disclosure of key information about subscription arrangements. For the year ended December 31, 2023, the adoption of GASB 96 did not have a material effect on the financial statements of the Authority.

**C. Reporting Entity**

In accordance with GASB 61, *The Financial Reporting Entity Omnibus - An Amendment of GASB Statement No. 14 and No. 34*, the Authority's basic financial statements include those of the Authority and any component units. Component units are legally separate organizations whose majority of officials are appointed by the primary government or the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or impose specific financial burdens on, the primary government. An organization has a financial benefit or burden relationship with the primary government if any one of the following conditions exist:

1. The primary government (Authority) is legally entitled to or can otherwise access the organization's resources.
2. The primary government is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization.
3. The primary government is obligated in some manner for the debt of the organization.

Based on the application of the above criteria, this report includes all programs and activities operated by the Authority. There were no additional entities required to be included in the reporting entity under these criteria in the current fiscal year. Furthermore, the Authority is not included in any other reporting entity on the basis of such criteria.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. Description of Programs**

The Authority maintains its accounting records by program. A summary of the significant programs operated by the Authority is as follows:

Section 8 Housing Choice Vouchers

The Authority administers a program of rental assistance payments to private owners on behalf of eligible low-income households under Section 8 of the Housing and Urban Development Act of 1974. The program provides payments covering the difference between the maximum rental on a dwelling unit, as approved by HUD, and the amount of rent contribution by a participating household.

Resident Opportunity and Supportive Services - Service Coordinators ("ROSS")

The purpose of the ROSS program is to fund the Family Self-Sufficiency ("FSS") coordinator position for the Authority's Section 8 Housing Choice Vouchers FSS program.

Business Activities Fund

The Business Activities Fund was created as part of the Rental Assistance Demonstration Program ("RAD"). RAD was created in order to give public housing authorities ("PHA") a powerful tool to preserve and improve public housing properties. RAD allows PHA's to leverage public and private debt and equity in order to reinvest in public housing stock. Public housing units move to a Section 8 platform with a long-term contract under which residents continue to pay 30% of their income towards rent.

**E. Use of Management Estimates**

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, accrued expenses and net pension liability, depreciable lives of properties and equipment, deferred inflows and outflows of resources, and contingencies. Actual results could differ significantly from these estimates.

**F. Cash and Cash Equivalents**

New Jersey Authorities are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States, or the State of New Jersey, or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey Authorities. The Authority is required to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey. N.J.S.A. 17:9-42 requires governmental units to deposit public funds only in public depositories located in New Jersey, when the funds are secured in accordance with the act.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**F. Cash and Cash Equivalents (continued)**

HUD requires housing authorities to invest excess funds in obligations of the United States, Certificates of Deposit, or any other federally insured investment. HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

For the Statement of Cash Flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase. It is the Authority's policy to maintain collateralization in accordance with state and HUD requirements.

**G. Accounts Receivable, Net**

Rents are due from tenants on the first day of each month. As a result, tenants accounts receivable balances primarily consist of rents past due and vacated tenants. An allowance for doubtful accounts is established to provide for all accounts, which may not be collected in the future for any reason. Collection losses on accounts receivable are charged against the allowance for doubtful accounts. Also included in accounts receivable are those amounts that tenants owe the Authority as payment for committing fraud or misrepresentation.

The Authority recognizes a receivable from HUD and other governmental agencies for amounts earned and billed but not received and for amounts unbilled, but earned as of year end.

**H. Allowance for Doubtful Accounts**

The Authority periodically reviews all accounts receivable to determine the amount, if any, that may be uncollectable. If it is determined that an account or accounts may be uncollectable, the Authority prepares an analysis of such accounts and records an appropriate allowance against such amounts.

**I. Prepaid Expenses**

Prepaid expenses represent amounts paid as of year-end that will benefit future operations.

**J. Capital Assets, Net**

Capital assets are stated at cost. Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized. Upon the sale or retirement of capital assets, the cost and related accumulated depreciation are eliminated from the accounts and any related gain or loss is reflected in the Statement of Revenues, Expenses and Changes in Net Position. Depreciation is calculated using the straight-line method based on the estimated useful lives of the following asset groups:

♦	Buildings and Improvements	15-40 Years
♦	Furniture and Equipment	3-5 Years

The Authority has established a capitalization threshold of \$1,000.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**K. Impairment of Long Lived Assets**

The Authority evaluates events or changes in circumstances affecting long-lived assets to determine whether an impairment of its assets has occurred. If the Authority determines that a capital asset is impaired, and that the impairment is significant and other-than-temporary, then an impairment loss will be recorded in the Authority's financial statements. During the year ended December 31, 2023, there were no impairment losses incurred.

**L. Accounts Payable and Accrued Liabilities**

The Authority recognizes a liability for goods and services received but not paid for as of year-end. It also recognizes a liability for wages and fringe benefits related to services performed at year-end but not yet paid to employees or taxing authorities.

**M. Prepaid Rent**

The Authority's prepaid rent primarily consists of the prepayment of rent by residents applicable to future periods.

**N. Compensated Absences**

The Authority uses the vesting method for the recording of compensated absences whereas benefits are accrued at the balance sheet date for which payment is probable. Compensated absences represent amounts to which employees are entitled based on accumulated leave earned in accordance with the Authority's Personnel Policy. Unused sick leave may be carried to future periods and used in the event of extended illness. Upon normal retirement employees hired prior to July 21, 1998 shall be reimbursed at the current rate of 100% of accumulated sick leave. Employees hired after July 21, 1998 shall be reimbursed for 50% of accumulated sick leave up to a maximum of \$15,000. Generally, employees may be compensated for unused vacation in the event of retirement or termination of service.

**O. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Public Employees Retirement System ("PERS") and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**P. Deferred Outflows of Resources and Deferred Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources until that time.



**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**P. Deferred Outflows of Resources and Deferred Inflows of Resources (continued)**

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time.

**Q. Net Position Classifications**

Net position is classified in three components:

Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted net position - Consists of resources with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - All other resources that do not meet the definition of "restricted" or "net investment in capital assets."

**R. Use of Restricted Assets**

When both restricted and unrestricted resources are available for a particular restricted use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as needed.

**S. Operating Revenues and Expenses**

The Authority defines its operating revenues as income derived from charges to residents and others for services provided as well as government subsidies and grants used for operating purposes. The Authority receives annual operating subsidies from HUD, subject to limitations prescribed by HUD. Operating subsidies from HUD are recorded when received and are accounted for as revenue.

Operating expenses are costs incurred in the operation of its program activities to provide services to residents and others. The Authority classifies all other revenues and expenses as non-operating.

**T. Regulated Leases**

The Authority is a lessor of residential dwelling units under regulated leases as defined by GASB 87 and as such recognizes rental revenue in accordance with the terms of the lease contract. The leases which are twelve months in length are regulated by HUD as to rent, unit size, household composition and tenant income. For the year ended December 31, 2023, rental revenue earned by the Authority under the aforementioned leases totaled \$205,808.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**U. Taxes**

The Authority is a unit of local government under the State of New Jersey law and is exempt from real estate, sales and income taxes by both the federal and state governments. However, the Authority will pay a payment in lieu of taxes to cover municipal services provided by the local government for certain properties owned throughout the Borough.

**V. Economic Dependency**

The Section 8 Housing Choice Vouchers program is economically dependent on operating grants from HUD. The program operates at a loss prior to receiving the grants.

**W. Budgets and Budgetary Accounting**

The Authority adopts annual, appropriated operating budgets for all its programs receiving federal expenditure awards, which are used as a management tool throughout the accounting cycle. All budgets are prepared on a HUD basis, which differs with accounting principles generally accepted in the United States of America. All appropriations lapse at HUD's program year end or at the end of grant periods.

**X. Risk Management**

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disaster. The Authority is a member of the New Jersey Public Housing Authorities Joint Insurance Fund ("JIF"). The JIF is both an insured and self-administered group of housing authorities established for the purpose of insuring against property damage, general liability, motor vehicles and equipment liability and workmen's compensation. The JIF will be self-sustaining through member premiums. There have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage except for deductibles for the previous three years.

**NOTE 2. CASH AND CASH EQUIVALENTS AND RESTRICTED CASH**

As of December 31, 2023, the Authority had funds on deposit in checking, savings and money market accounts. The carrying amount of the Authority's cash and cash equivalents (including restricted cash) was \$2,898,474 and the bank balances approximated \$2,917,432.

<u>Cash Category</u>	<u>Amount</u>
Unrestricted	\$ 1,802,902
Tenant security deposits	15,166
Restricted	<u>1,080,406</u>
Total cash and cash equivalents	\$ <u>2,898,474</u>

Of the bank balances, \$539,790 was covered by federal depository insurance and the remaining \$2,377,642 was collateralized by GUDPA as of December 31, 2023.

Custodial credit risk is the risk that, in the event of a bank failure, the government's deposits may not be returned to it. The Authority does not have a formal policy for custodial credit risk. As of December 31, 2023, the Authority's bank balances were not exposed to custodial credit risk.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 3. ACCOUNTS RECEIVABLE, NET**

As of December 31, 2023, accounts receivable, net consisted of the following:

<u>Description</u>	<u>Amount</u>
Accounts receivable - HUD	\$ 11,975
Accounts receivable - tenants, net	2,354
Accounts receivable - other government	42,658
Accounts receivable - miscellaneous	<u>1,632</u>
Total accounts receivable, net	<u>\$ 58,619</u>

Accounts Receivable - HUD

Accounts receivable - HUD represents amounts due to the Authority for amounts expended under the Section 8 Housing Choice Vouchers program that have not been reimbursed as of December 31, 2023. Management estimates the amount to be fully collectible and as such has made no allowance for doubtful accounts.

Accounts Receivable - Tenants, Net

Tenant accounts receivable represents amounts owed to the Authority by tenants for outstanding rent and fraud recovery. Management estimates the amount to be fully collectible and as such has made no allowance for doubtful accounts.

Accounts Receivable - Other Government

Accounts receivable - other government represents amounts owed to the Authority by the County of Bergen for reimbursement of expenditures. Management estimates the amount to be fully collectible and as such has made no allowance for doubtful accounts.

Accounts Receivable - PHA Projects

Accounts receivable - miscellaneous consists of amounts owed by tenants for items such as late fees and key replacements. Management estimates the amount to be fully collectible and as such has made no allowance for doubtful accounts.

**NOTE 4. RESTRICTED DEPOSITS**

As of December 31, 2023, restricted deposits consisted of the following:

<u>Cash Category</u>	<u>Amount</u>
FSS program escrows	\$ 666,507
Reserve and replacement escrow account	413,899
Tenant security deposits	<u>15,166</u>
Total restricted deposits	<u>\$ 1,095,572</u>

FSS program escrows are restricted for use in the Section 8 Housing Choice Vouchers program by FSS program participants.

Reserve and replacement escrows are restricted for repairs and replacement of the buildings and equipment as part of the Authority's RAD conversion.

Tenant security deposits represent amounts held by the Authority on behalf of tenants. Upon termination, the tenant is due amounts deposited plus interest earned less any amounts charged for damage to the unit.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 5. CAPITAL ASSETS, NET**

The following is a summary of the changes in capital assets during the year ended December 31, 2023:

Description	December 31, 2022	Additions	Dispositions	Transfers	December 31, 2023
<u>Non-depreciable:</u>					
Land	\$ 5,873	\$ -	\$ -	\$ -	\$ 5,873
Construction in progress	<u>148,500</u>	<u>96,023</u>	<u>-</u>	<u>(211,023)</u>	<u>33,500</u>
Subtotal	<u>154,373</u>	<u>96,023</u>	<u>-</u>	<u>(211,023)</u>	<u>39,373</u>
<u>Depreciable:</u>					
Buildings	4,439,490	-	-	211,023	4,650,513
Furniture and equipment	<u>52,305</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>52,305</u>
Subtotal	<u>4,491,795</u>	<u>-</u>	<u>-</u>	<u>211,023</u>	<u>4,702,818</u>
Total	<u>4,646,168</u>	<u>96,023</u>	<u>-</u>	<u>-</u>	<u>4,742,191</u>
Less: accumulated depreciation	<u>3,516,118</u>	<u>150,365</u>	<u>-</u>	<u>-</u>	<u>3,666,483</u>
Net capital assets	<u>\$ 1,130,050</u>	<u>\$ (54,342)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,075,708</u>

Depreciation expense for the year ended December 31, 2023 amounted to \$150,365.

**NOTE 6. ACCOUNTS PAYABLE**

As of December 31, 2023, accounts payable consisted of the following:

<u>Description</u>	<u>Amount</u>
Accounts payable - vendors	\$ 33,411
Accounts payable - HUD	1,097
Accounts payable - other governments	<u>9,968</u>
Total accounts payable	<u>\$ 44,476</u>

Accounts Payable - Vendors

Accounts payable - vendors represents the amounts payable to contractors and vendors for materials received or services rendered.

Accounts Payable - HUD

Accounts payable - HUD represents the amounts due and payable to HUD for overpayment of subsidies in the Section 8 Housing Choice Vouchers program.

Accounts Payable - Other Governments

Accounts payable - other governments represents amounts due and payable to the Borough for payments in lieu of taxes.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 7. PAYMENTS IN LIEU OF TAXES**

Under Federal, State and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make payment in lieu of taxes ("PILOT") in accordance with the provisions of its Cooperation Agreement with the Borough. Under the Cooperation Agreement, the Authority must pay the Borough the lesser of 10% of its net shelter rent or the approximate full real property taxes. For the year ended December 31, 2023, the Authority incurred PILOT expense in the amount of \$9,968.

**NOTE 8. NOTES PAYABLE**

Notes payable of the primary government consisted of the following as of December 31, 2023:

On November 30, 2016, the Authority entered into a loan agreement with Bogota Savings Bank in the amount of \$285,000. The loan accrues interest at a rate of 3.75% and is payable in monthly payments of principal and interest in the amount of \$1,329, which began on January 1, 2017. The loan matures on December 1, 2046 and is secured by a mortgage.	\$ 244,045
On November 30, 2016, the Authority entered into a promissory note with the the Fort Lee Assistance and Supporting Housing Corporation in the amount of \$118,507. The loan is non-interest bearing and is due from available cash flow. The loan is unsecured and matures on November 30, 2036 at which time the outstanding principal balance will be due in full.	<u>118,507</u>
Total notes payable	362,552
Less: current portion	<u>6,781</u>
Notes payable, net of current portion	<u>\$ 355,771</u>

As of December 31, 2023, accrued interest payable for the Authority totaled \$788. Interest expense on the aforementioned notes payable for the year ended December 31, 2023 totaled \$9,393 for the Authority.

Annual debt service for principal and interest over the next five years and in five-year increments thereafter is as follows:

Year	Principal	Interest	Total
2024	\$ 6,781	\$ 9,164	\$ 15,945
2025	7,043	8,901	15,944
2026	7,316	8,629	15,945
2027	7,599	8,346	15,945
2028	7,882	8,063	15,945
2029-2033	43,655	36,070	79,725
2034-2038	169,237	28,995	198,232
2039-2043	57,805	21,920	79,725
2044-2046	<u>55,234</u>	<u>9,756</u>	<u>64,990</u>
	<u>\$ 362,552</u>	<u>\$ 139,844</u>	<u>\$ 502,396</u>

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 9. NON-CURRENT LIABILITIES**

Non-current liabilities activity during the year ended December 31, 2023 consisted of the following:

Description	December 31, 2022	Additions	Payments/ Retirements	December 31, 2023	Due in One Year
Notes payable	\$ 369,082	\$ -	\$ (6,530)	\$ 362,552	\$ 6,781
Accrued pension liability	626,538	69,348	(83,946)	611,940	-
FSS escrows liability	<u>821,357</u>	<u>(14,346)</u>	<u>(140,504)</u>	<u>666,507</u>	<u>-</u>
Total non-current liabilities	<u>\$ 1,816,977</u>	<u>\$ 55,002</u>	<u>\$ (230,980)</u>	<u>\$ 1,640,999</u>	<u>\$ 6,781</u>

**NOTE 10. PENSION PLAN**

**A. Plan Description**

The PERS is a cost-sharing multiple employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the "Division"). For additional information about PERS, please refer to the Division's Annual Comprehensive Financial Report, which can be found at <https://www.state.nj.us/treasury/pensions/annual-reports.shtml>.

**B. Benefits**

The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service. The following represents the membership tiers for PERS:

1. Members who were enrolled prior to July 1, 2007
2. Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
3. Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
4. Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
5. Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55<sup>th</sup> of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1/60<sup>th</sup> of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65.

Early retirement benefits are available to tiers one and two before reaching age 60, tiers 3 and 4 before age 62 with 25 years or more of service credit and tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month a member retires prior to the age at which a member can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

**C. Contributions**

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by all active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount which includes the employer portion of the normal cost and an amortization of the unfunded accrued liability.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 10. PENSION PLAN (continued)**

**C. Contributions (continued)**

Funding for noncontributory group insurance benefits is based on actual claims paid. For fiscal year 2023, the State's pension contribution was more than the actuarial determined amount.

The local employers' contribution amounts are based on the actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of the assets.

**D. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At December 31, 2023, the Authority reported a liability of \$611,940 for its proportionate share of the net pension liability. The net pension liability was measured as of July 1, 2022, and rolled forward to June 30, 2023.

For the year ended December 31, 2023, the Authority recognized a pension expense of \$69,348. At December 31, 2023, the Authority reported deferred outflows of resources and deferred inflows of resources from the following sources.

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Changes of Assumptions	\$ 1,344	\$ 37,086
Changes in Proportion	36,338	90,901
Differences between expected and actual experience	5,851	2,501
Net differences between actual and projected earnings on pension plan investments	<u>2,818</u>	<u>-</u>
Total	<u>\$ 46,351</u>	<u>\$ 130,488</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:	<u>Amount</u>
2024	\$ (91,915)
2025	(51,303)
2026	71,693
2027	(12,830)
2028	<u>218</u>
	<u>\$ (84,137)</u>

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 10. PENSION PLAN (continued)**

**E. Actuarial Assumptions**

The collective total pension liability at the June 30, 2023 measurement date was determined by an actuarial valuation as of July 1, 2022, which was rolled forward to June 30, 2023. This actuarial valuation used the following assumptions:

Inflation Rate:	
Price	2.75%
Wage	3.25%
Salary increases:	2.75 - 6.55%
	based on years of service
Investment rate of return	7.00%

Pre-mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis.

Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2021.

The actuarial adjustments used in the July 1, 2022 valuation were based on the results of an actuarial experience study for the period July 1, 2018 to June 30, 2021.

**F. Long-Term Expected Rate of Return**

The long-term expected rate of return is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and the Division of Pensions and Benefits, the board of trustees and the actuaries. Best estimates of arithmetic real rates of return for each major asset class, including the PERS's target asset allocation as of June 30, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
U.S. Equity	28.00%	8.98%
Non-U.S. Developed Market Equity	12.75%	9.22%
International Small Cap Equity	1.25%	9.22%
Emerging Markets Equity	5.50%	11.13%
Private Equity	13.00%	12.50%
Real Estate	8.00%	8.58%
Real Assets	3.00%	8.40%
High Yield	4.50%	6.97%
Private Credit	8.00%	9.20%
Investment Grade Credit	7.00%	5.19%
Cash Equivalents	2.00%	3.31%
U.S. Treasuries	4.00%	3.31%
Risk Mitigation Strategies	3.00%	6.21%



**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**DECEMBER 31, 2023**

**NOTE 10. PENSION PLAN (continued)**

**G. Discount Rate**

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2023. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be based on 100% of the actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments to determine the total pension liability.

**H. Sensitivity of the Authority's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Authority's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.00 percent) or 1 percentage point higher (8.00 percent) than the current rate.

	1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
Authority's proportionate share of the net pension liability	\$ <u>806,382</u>	\$ <u>611,940</u>	\$ <u>460,332</u>

**NOTE 11. RESTRICTED NET POSITION**

As of December 31, 2023, restricted net position totaled \$413,899 and consisted of reserve and replacement escrows. Reserve and replacement escrows are restricted for repairs and replacement of buildings and equipment as part of the Authority's RAD conversion.

**NOTE 12. CONTINGENCIES**

The Authority receives financial assistance from HUD in the form of grants and subsidies. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of the funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by HUD. As a result of these audits, costs previously reimbursed could be disallowed and require payments to HUD. As of December 31, 2023, the Authority estimates that no material liabilities will result from such audits.

**NOTE 13. SUBSEQUENT EVENTS**

Events that occur after the financial statement date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the financial statement date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the financial statement date require disclosure in the accompanying notes to the financial statements. Subsequent events have been evaluated through September 30, 2024, which is the date the financial statements were available to be issued, and management has concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosures in the notes to the financial statements.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners  
Housing Authority of the Borough of Fort Lee:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements of the Housing Authority of the Borough of Fort Lee (the "Authority") as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated September 30, 2024.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control that we consider to be a significant deficiency, which is described in the accompanying schedule of findings and questioned costs as item 2023-001.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Authority's Response to Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Authority's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Novogradac & Company LLP*

September 30, 2024  
Toms River, New Jersey

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND  
STATE OF NEW JERSEY OMB CIRCULAR 15-08**

To the Board of Commissioners  
Housing Authority of the Township of Berkeley:

**Report on Compliance for Each Major Federal Program**

We have audited the Housing Authority of the Borough of Fort Lee's (the "Authority") compliance with the types of compliance requirements described in the OMB Compliance Supplement and the State of New Jersey OMB Circular 15-08 that could have a direct and material effect on each of the Authority's major federal programs for the year ended December 31, 2023. The Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Opinion on Each Major Federal Program**

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State of New Jersey OMB Circular 15-08. Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

**Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit.

## **Auditors' Responsibilities for the Audit of Compliance (continued)**

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, the Uniform Guidance, and the State of New Jersey OMB Circular 15-08, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

**Purpose of this Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Novogradac & Company LLP*

September 30, 2024  
Toms River, New Jersey

## **SUPPLEMENTARY INFORMATION**

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR YEAR ENDED DECEMBER 31, 2023**

Federal Grantor/Program Title	Federal Assistance Listing Number	State Pass- Through Number	Grant Period From / To	Grant Award	Total Fiscal Year Federal Expenditures	Cumulative Expenditures
<u>U.S. Department of Housing and Urban Development</u>						
Housing Voucher Cluster						
Section 8 Housing Choice Vouchers	14.871	N/A	1/1/2023	12/31/2023	\$ <u>8,593,123</u>	\$ <u>8,412,659</u>
Total Housing Voucher Cluster					8,593,123	8,412,659
Resident Opportunity and Supportive Services - Service Coordinators	14.870	N/A	1/1/2023	12/31/2023	55,000	55,000
Passed through the County of Bergen: Community Development Block Grant	14.219	21-213-752-124-49-45	1/1/2023	12/31/2023	<u>96,023</u>	<u>96,023</u>
Total Expenditures of Federal Awards					\$ <u>8,744,146</u>	\$ <u>8,563,682</u>

See accompanying notes to the Schedule of Expenditures of Federal Awards.



**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

**NOTE 1. BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the Authority under programs of the federal government for the year ended December 31, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and State of New Jersey OMB Circular 15-08. Because the Schedule presents only a selected portion of operations of the Authority, it is not intended to and does not present the financial position, changes in net position or cash flows of the Authority. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in the preparation of the financial statements.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the principles contained in the Uniform Guidance and the State of New Jersey OMB Circular 15-08, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

**NOTE 3. INDIRECT COST RATE**

The Authority has not elected to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

**I. Summary of Auditors' Results**

Financial Statement Section

- |    |   |            |
|----|---|------------|
| 1. | Type of auditors' report issued:                    | Unmodified |
| 2. | Internal control over financial reporting           |            |
| a. | Material weakness(es) identified?                   | No         |
| b. | Significant deficiency(ies) identified?             | Yes        |
| 3. | Noncompliance material to the financial statements? | No         |

Federal Awards Section

- |    |  |               |
|----|--|---------------|
| 1. | Internal control over compliance:  |               |
| a. | Material weakness(es) identified?  | No            |
| b. | Significant deficiency(ies) identified?  | None Reported |
| 2. | Type of auditors' report on compliance for major programs:   | Unmodified    |
| 3. | Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? | No            |
| 4. | Identification of major programs:  |               |

ALN

Name of Federal Program

Housing Voucher Cluster:  
14.871

Section 8 Housing Choice Vouchers Program

- |    |  |           |
|----|--|-----------|
| 5. | Dollar threshold used to distinguish between Type A and Type B Programs: | \$750,000 |
| 6. | Auditee qualified as low-risk auditee?                                   | Yes       |

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)  
FOR THE YEAR ENDED DECEMBER 31, 2023**

II. Financial Statement Findings

**Finding 2023-001**

Criteria: The Authority did not maintain adequate internal control over financial reporting.

Condition: During audit testing we noted the following:

- The Authority lacked adequate segregation of duties as an ex-employee who was responsible for reconciling program participant accounts also had access to write checks.
- The Authority's Family Self-Sufficiency ("FSS") account did not provide any support for the balances in the bank account. Although cash was reconciled monthly there was no supporting subsidiary that showed the breakdown by FSS participant.

Cause: A lack of internal control procedures and segregation of duties being implemented resulted in periodic account reconciliations not being performed in a timely manner.

Recommendation: We recommend that the Authority institute adequate segregation of duties and internal controls procedures to institute monthly procedures whereby financial statements accounts will be reviewed for accuracy and reconciled to their subsidiary ledgers on a monthly basis.

Authority's Response: The Authority agrees with the finding and has made changes to its staff and internal control procedures to avoid similar issues related to the segregation of duties. The Authority is in the process of accumulating a subsidiary of the escrow balances for all FSS participants. Once the cash in the bank is reconciled to the subsidiary it will be reviewed monthly to make sure it is in agreement.

III. Federal Award Findings and Questioned Costs

There were no findings or questioned costs relating to federal awards.

IV. Summary of Prior Audit Findings

There were no findings or questioned costs in the prior year.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
REQUIRED PENSION INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2023**

**SCHEDULE OF AUTHORITY CONTRIBUTIONS FOR THE LAST TEN FISCAL YEARS**

	December 31, <u>2014</u>	December 31, <u>2015</u>	December 31, <u>2016</u>	December 31, <u>2017</u>	December 31, <u>2018</u>	December 31, <u>2019</u>	December 31, <u>2020</u>	December 31, <u>2021</u>	December 31, <u>2022</u>	December 31, <u>2023</u>
Contractually required contribution	\$ 52,758	\$ 52,915	\$ 37,901	\$ 50,306	\$ 50,442	\$ 44,234	\$ 51,277	\$ 57,411	\$ 52,354	\$ 56,466
Contributions in relation to the contractually required contribution	<u>52,758</u>	<u>52,915</u>	<u>37,901</u>	<u>50,306</u>	<u>50,442</u>	<u>44,234</u>	<u>51,277</u>	<u>57,411</u>	<u>52,354</u>	<u>56,466</u>
(Over) / under funded	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
Authority's covered-employee payroll	\$ <u>452,482</u>	\$ <u>368,916</u>	\$ <u>389,569</u>	\$ <u>426,296</u>	\$ <u>431,102</u>	\$ <u>439,960</u>	\$ <u>481,266</u>	\$ <u>443,303</u>	\$ <u>484,943</u>	\$ <u>546,466</u>
Contributions as a percentage of covered-employee payroll	<u>11.66 %</u>	<u>14.34 %</u>	<u>9.73 %</u>	<u>11.80 %</u>	<u>11.70 %</u>	<u>10.05 %</u>	<u>10.65 %</u>	<u>12.95 %</u>	<u>10.80 %</u>	<u>10.33 %</u>

See Report of Independent Auditors.

**HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE  
REQUIRED PENSION INFORMATION (continued)  
FOR THE YEAR ENDED DECEMBER 31, 2023**

**SCHEDULE OF THE AUTHORITY'S PROPORTIONATE SHARE OF THEIR NET PENSION LIABILITY FOR THE LAST TEN FISCAL YEARS**

	December 31, <u>2014</u>	December 31, <u>2015</u>	December 31, <u>2016</u>	December 31, <u>2017</u>	December 31, <u>2018</u>	December 31, <u>2019</u>	December 31, <u>2020</u>	December 31, <u>2021</u>	December 31, <u>2022</u>	December 31, <u>2023</u>
Authority's proportion of the net pension liability	<u>0.0064 %</u>	<u>0.0062 %</u>	<u>0.0043 %</u>	<u>0.0054 %</u>	<u>0.0051 %</u>	<u>0.0046 %</u>	<u>0.0047 %</u>	<u>0.0049 %</u>	<u>0.0042 %</u>	<u>0.0042 %</u>
Authority's proportionate share of the net pension liability	<u>\$ 1,198,194</u>	<u>\$ 1,381,635</u>	<u>\$ 1,263,549</u>	<u>\$ 1,263,549</u>	<u>\$ 998,493</u>	<u>\$ 819,395</u>	<u>\$ 764,381</u>	<u>\$ 580,745</u>	<u>\$ 626,538</u>	<u>\$ 611,940</u>
Authority's covered-employee payroll	<u>\$ 452,482</u>	<u>\$ 368,916</u>	<u>\$ 389,569</u>	<u>\$ 426,296</u>	<u>\$ 431,102</u>	<u>\$ 439,960</u>	<u>\$ 481,266</u>	<u>\$ 443,303</u>	<u>\$ 484,943</u>	<u>\$ 546,466</u>
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	<u>264.80 %</u>	<u>374.51 %</u>	<u>324.35 %</u>	<u>296.40 %</u>	<u>231.61 %</u>	<u>186.24 %</u>	<u>158.83 %</u>	<u>131.00 %</u>	<u>129.20 %</u>	<u>111.98 %</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>52.08 %</u>	<u>47.93 %</u>	<u>40.14 %</u>	<u>48.10 %</u>	<u>53.60 %</u>	<u>56.30 %</u>	<u>58.32 %</u>	<u>70.33 %</u>	<u>62.91 %</u>	<u>65.23 %</u>

See Report of Independent Auditors.

## Fort Lee Housing Authority (NJ071)

Fort Lee, NJ

Submission Type: Audited/Single Audit

## Entity Wide Balance Sheet Summary

Fiscal Year End: 12/31/2023

	14.219 Community Development Block Grants/Small Cities Program	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	ELIM	Total
111 Cash - Unrestricted		\$232,272	\$1,570,630			\$1,802,902
112 Cash - Restricted - Modernization and Development						
113 Cash - Other Restricted		\$418,249	\$662,157			\$1,080,406
114 Cash - Tenant Security Deposits		\$15,166				\$15,166
115 Cash - Restricted for Payment of Current Liabilities						
100 Total Cash	\$0	\$665,687	\$2,232,787	\$0	\$0	\$2,898,474
121 Accounts Receivable - PHA Projects						
122 Accounts Receivable - HUD Other Projects			\$11,975			\$11,975
124 Accounts Receivable - Other Government		\$42,658				\$42,658
125 Accounts Receivable - Miscellaneous			\$1,632			\$1,632
126 Accounts Receivable - Tenants		\$2,354				\$2,354
126.1 Allowance for Doubtful Accounts - Tenants		\$0				\$0
126.2 Allowance for Doubtful Accounts - Other		\$0	\$0			\$0
127 Notes, Loans, & Mortgages Receivable - Current						
128 Fraud Recovery						
128.1 Allowance for Doubtful Accounts - Fraud						
129 Accrued Interest Receivable						
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$0	\$45,012	\$13,607	\$0	\$0	\$58,619
131 Investments - Unrestricted						
132 Investments - Restricted						
135 Investments - Restricted for Payment of Current Liability						
142 Prepaid Expenses and Other Assets						
143 Inventories						
143.1 Allowance for Obsolete Inventories						
144 Inter Program Due From						
145 Assets Held for Sale						
150 Total Current Assets	\$0	\$710,699	\$2,246,394	\$0	\$0	\$2,957,093
161 Land		\$5,873				\$5,873
162 Buildings		\$4,069,698				\$4,069,698
163 Furniture, Equipment & Machinery - Dwellings						
164 Furniture, Equipment & Machinery - Administration		\$52,305				\$52,305
165 Leasehold Improvements		\$580,815				\$580,815
166 Accumulated Depreciation		-\$3,666,483				-\$3,666,483
167 Construction in Progress	\$33,500					\$33,500
168 Infrastructure						
160 Total Capital Assets, Net of Accumulated Depreciation	\$33,500	\$1,042,208	\$0	\$0	\$0	\$1,075,708
171 Notes, Loans and Mortgages Receivable - Non-Current						
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due						
173 Grants Receivable - Non Current						
174 Other Assets						
176 Investments in Joint Ventures						
180 Total Non-Current Assets	\$33,500	\$1,042,208	\$0	\$0	\$0	\$1,075,708
200 Deferred Outflow of Resources		\$11,028	\$35,323			\$46,351
290 Total Assets and Deferred Outflow of Resources	\$33,500	\$1,763,935	\$2,281,717	\$0	\$0	\$4,079,152

Fort Lee Housing Authority (NJ071)

Fort Lee, NJ

Submission Type: Audited/Single Audit

Entity Wide Balance Sheet Summary

Fiscal Year End: 12/31/2023

	14.219 Community Development Block Grants/Small Cities Program	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	ELIM	Total
311 Bank Overdraft						
312 Accounts Payable <= 90 Days		\$13,011	\$20,400			\$33,411
313 Accounts Payable >90 Days Past Due						
321 Accrued Wage/Payroll Taxes Payable			\$128			\$128
322 Accrued Compensated Absences - Current Portion						
324 Accrued Contingency Liability						
325 Accrued Interest Payable		\$788				\$788
331 Accounts Payable - HUD PHA Programs			\$1,097			\$1,097
332 Account Payable - PHA Projects						
333 Accounts Payable - Other Government		\$9,968				\$9,968
341 Tenant Security Deposits		\$15,645				\$15,645
342 Unearned Revenue						
344 Current Portion of Long-term Debt - Operating Borrowings		\$6,781				\$6,781
344 Current Portion of Long-term Debt - Operating Borrowings						
345 Other Current Liabilities		\$880				\$880
346 Accrued Liabilities - Other						
347 Inter Program - Due To						
348 Loan Liability - Current						
310 Total Current Liabilities	\$0	\$47,073	\$21,625	\$0	\$0	\$68,698
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue		\$355,771				\$355,771
352 Long-term Debt, Net of Current - Operating Borrowings						
353 Non-current Liabilities - Other		\$4,350	\$662,157			\$666,507
354 Accrued Compensated Absences - Non Current						
355 Loan Liability - Non Current						
356 FASB 5 Liabilities						
357 Accrued Pension and OPEB Liabilities		\$145,597	\$466,343			\$611,940
350 Total Non-Current Liabilities	\$0	\$505,718	\$1,128,500	\$0	\$0	\$1,634,218
300 Total Liabilities	\$0	\$552,791	\$1,150,125	\$0	\$0	\$1,702,916
400 Deferred Inflow of Resources		\$31,047	\$99,441			\$130,488
508.4 Net Investment in Capital Assets	\$33,500	\$679,656				\$713,156
511.4 Restricted Net Position	\$0	\$413,899	\$0			\$413,899
512.4 Unrestricted Net Position	\$0	\$86,542	\$1,032,151	\$0		\$1,118,693
513 Total Equity - Net Assets / Position	\$33,500	\$1,180,097	\$1,032,151	\$0	\$0	\$2,245,748
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$33,500	\$1,763,935	\$2,281,717	\$0	\$0	\$4,079,152

## Fort Lee Housing Authority (NJ071)

Fort Lee, NJ

Submission Type: Audited/Single Audit

## Entity Wide Revenue and Expense Summary

Fiscal Year End: 12/31/2023

	14.219 Community Development Block Grants/Small Cities Program	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	ELIM	Total
70300 Net Tenant Rental Revenue		\$205,808				\$205,808
70400 Tenant Revenue - Other		\$190,861			-\$190,861	\$0
70500 Total Tenant Revenue	\$0	\$396,669	\$0	\$0	-\$190,861	\$205,808
70600 HUD PHA Operating Grants			\$8,593,123	\$55,000		\$8,648,123
70610 Capital Grants	\$96,023					\$96,023
70710 Management Fee						
70720 Asset Management Fee						
70730 Book Keeping Fee						
70740 Front Line Service Fee						
70750 Other Fees						
70700 Total Fee Revenue					\$0	\$0
70800 Other Government Grants		\$0			\$0	\$0
71100 Investment Income - Unrestricted		\$1,464	\$7,052			\$8,516
71200 Mortgage Interest Income						
71300 Proceeds from Disposition of Assets Held for Sale						
71310 Cost of Sale of Assets						
71400 Fraud Recovery			\$20,521			\$20,521
71500 Other Revenue		\$53,848	\$175,677			\$229,525
71600 Gain or Loss on Sale of Capital Assets						
72000 Investment Income - Restricted		\$1,903				\$1,903
70000 Total Revenue	\$96,023	\$453,884	\$8,796,373	\$55,000	-\$190,861	\$9,210,419
91100 Administrative Salaries		\$92,631	\$296,695			\$389,326
91200 Auditing Fees		\$3,472	\$8,928			\$12,400
91300 Management Fee						
91310 Book-keeping Fee						
91400 Advertising and Marketing						
91500 Employee Benefit contributions - Administrative		\$18,994	\$114,865			\$133,859
91600 Office Expenses		\$20,467	\$66,169			\$86,636
91700 Legal Expense		\$13,566	\$13,566			\$27,132
91800 Travel						
91810 Allocated Overhead						
91900 Other		\$10,640	\$26,816			\$37,456
91000 Total Operating - Administrative	\$0	\$159,770	\$527,039	\$0	\$0	\$686,809
92000 Asset Management Fee						
92100 Tenant Services - Salaries				\$45,593		\$45,593
92200 Relocation Costs						
92300 Employee Benefit Contributions - Tenant Services				\$9,407		\$9,407
92400 Tenant Services - Other		\$905				\$905
92500 Total Tenant Services	\$0	\$905	\$0	\$55,000	\$0	\$55,905
93100 Water		\$26,307				\$26,307
93200 Electricity		\$20,948				\$20,948
93300 Gas		\$14,748				\$14,748
93400 Fuel						
93500 Labor		\$24,180				\$24,180
93600 Sewer						
93700 Employee Benefit Contributions - Utilities		\$3,820				\$3,820
93800 Other Utilities Expense						
93000 Total Utilities	\$0	\$90,003	\$0	\$0	\$0	\$90,003



## Fort Lee Housing Authority (NJ071)

Fort Lee, NJ

Submission Type: Audited/Single Audit

## Entity Wide Revenue and Expense Summary

Fiscal Year End: 12/31/2023

	14.219 Community Development Block Grants/Small Cities Program	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	ELIM	Total
94100 Ordinary Maintenance and Operations - Labor		\$72,541				\$72,541
94200 Ordinary Maintenance and Operations - Materials and Other		\$13,879				\$13,879
94300 Ordinary Maintenance and Operations Contracts		\$53,494				\$53,494
94500 Employee Benefit Contributions - Ordinary Maintenance		\$11,166				\$11,166
94000 Total Maintenance	\$0	\$151,080	\$0	\$0	\$0	\$151,080
95100 Protective Services - Labor						
95200 Protective Services - Other Contract Costs						
95300 Protective Services - Other						
95500 Employee Benefit Contributions - Protective Services						
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance						
96120 Liability Insurance						
96130 Workmen's Compensation						
96140 All Other Insurance		\$10,786	\$26,837			\$37,623
96100 Total Insurance Premiums	\$0	\$10,786	\$26,837	\$0	\$0	\$37,623
96200 Other General Expenses			\$13,612			\$13,612
96210 Compensated Absences						
96300 Payments in Lieu of Taxes		\$9,968				\$9,968
96400 Bad debt - Tenant Rents						
96500 Bad debt - Mortgages						
96600 Bad debt - Other						
96800 Severance Expense						
96000 Total Other General Expenses	\$0	\$9,968	\$13,612	\$0	\$0	\$23,580
96710 Interest of Mortgage (or Bonds) Payable		\$9,393				\$9,393
96720 Interest on Notes Payable (Short and Long Term)						
96730 Amortization of Bond Issue Costs						
96700 Total Interest Expense and Amortization Cost	\$0	\$9,393	\$0	\$0	\$0	\$9,393
96900 Total Operating Expenses	\$0	\$431,905	\$567,488	\$55,000	\$0	\$1,054,393
97000 Excess of Operating Revenue over Operating Expenses	\$96,023	\$21,979	\$8,228,885	\$0	-\$190,861	\$8,156,026
97100 Extraordinary Maintenance						
97200 Casualty Losses - Non-capitalized						
97300 Housing Assistance Payments			\$7,774,391		-\$190,861	\$7,583,530
97350 HAP Portability-In			\$70,780			\$70,780
97400 Depreciation Expense		\$150,365				\$150,365
97500 Fraud Losses						
97600 Capital Outlays - Governmental Funds						
97700 Debt Principal Payment - Governmental Funds						
97800 Dwelling Units Rent Expense						
90000 Total Expenses	\$0	\$582,270	\$8,412,659	\$55,000	-\$190,861	\$8,859,068

Fort Lee Housing Authority (NJ071)

Fort Lee, NJ

Submission Type: Audited/Single Audit

Entity Wide Revenue and Expense Summary

Fiscal Year End: 12/31/2023

	14.219 Community Development Block Grants/Small Cities Program	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	ELIM	Total
10010 Operating Transfer In						
10020 Operating transfer Out						
10030 Operating Transfers from/to Primary Government						
10040 Operating Transfers from/to Component Unit						
10050 Proceeds from Notes, Loans and Bonds						
10060 Proceeds from Property Sales						
10070 Extraordinary Items, Net Gain/Loss						
10080 Special Items (Net Gain/Loss)						
10091 Inter Project Excess Cash Transfer In						
10092 Inter Project Excess Cash Transfer Out						
10093 Transfers between Program and Project - In						
10094 Transfers between Project and Program - Out						
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$96,023	-\$128,386	\$383,714	\$0	\$0	\$351,351
11020 Required Annual Debt Principal Payments	\$0	\$6,528	\$0	\$0		\$6,528
11030 Beginning Equity	\$147,006	\$1,098,954	\$648,437	\$0		\$1,894,397
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	-\$209,529	\$209,529	\$0			\$0
11050 Changes in Compensated Absence Balance						
11060 Changes in Contingent Liability Balance						
11070 Changes in Unrecognized Pension Transition Liability						
11080 Changes in Special Term/Severance Benefits Liability						
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents						
11100 Changes in Allowance for Doubtful Accounts - Other						
11170 Administrative Fee Equity			\$1,044,126			\$910,231
11180 Housing Assistance Payments Equity			-\$11,975			\$121,920
11190 Unit Months Available		468	6432			6900
11210 Number of Unit Months Leased		455	6342			6797