

Peekskill Housing Authority
Proposed Budget Executive Summary
March 31, 2025

	Actual 3/31/22	Last Year's Actual 3/31/23	Current Budget 3/31/24	Proposed Budget 3/31/25
Income				
Rental income	1,652,013	1,833,395	1,895,610	1,862,650
Investment income	83	2,676	2,000	6,500
Other income	69,775	108,075	60,000	50,000
CFP operating	165,000	199,000	200,000	200,000
Operating subsidy	1,286,516	1,733,827	1,600,000	1,770,000
Total Income	3,173,387	3,876,973	3,757,610	3,889,150
Expenditures				
Administration	516,522	551,597	583,590	533,080
Tenant services	2,906	4,657	5,000	20,000
Utilities	869,780	1,027,787	1,110,000	1,125,000
Maintenance & operation	1,063,195	1,014,049	1,075,160	1,124,440
Protective services	4,630	2,625		5,000
General expense	806,590	997,912	948,770	1,049,750
Nonroutine & equipment	2,261	9,600		10,000
Prior year adjustments				
Total Expenditures	3,265,884	3,608,227	3,722,520	3,867,270
Net Surplus (Deficit)	(92,497)	268,746	35,090	21,880

Operating Budget

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.		b. Fiscal Year Ending March 31, 2025	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Peekskill Housing Authority			01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership		
f. Address (city, State, zip code) 807 Main Street Peekskill, N.Y. 10566			I. HUD Field Office New York, N.Y.		
g. ACC Number NY 611		h. PAS / LOCCS Project No. NY082 002 25M			
j. No. of Dwelling Units 273	k. No. of Unit Months Available 3,276	m. No. of Projects 3			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 2023 PUM (2)	[X] Estimates () or Actual Current Budget Yr. 2024 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	548.60	568.57	560.42	1,835,950		
080	3120	Excess Utilities	3.83	3.36	1.83	6,000		
090	3190	Nondwelling Rental	7.21	6.70	6.32	20,700		
100	Total	Rental Income (sum of lines 070, 080, and 090)	559.64	578.63	568.57	1,862,650		
110	3610	Interest on General Fund Investments	0.82	0.61	1.98	6,500		
120	3690	Other Income	93.73	79.37	76.31	250,000		
130	Total	Operating Income (sum of lines 100, 110, and 120)	654.19	658.61	646.87	2,119,150		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	116.73	119.64	100.76	330,080		
150	4130	Legal Expense	12.03	20.15	13.74	45,000		
160	4140	Staff Training			1.53	5,000		
170	4150	Travel			1.53	5,000		
180	4170	Accounting Fees	6.59	6.59	9.16	30,000		
190	4171	Auditing Fees	2.86	2.86	3.21	10,500		
200	4190	Other Administrative Expenses	30.16	28.90	32.81	107,500		
210	Total	Administrative Expense (sum of line 140 thru line 200)	168.37	178.14	162.72	533,080		
Tenant Services:								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services	1.42	1.53	6.11	20,000		
240	4230	Contract Costs, Training and Other						
250	Total	Tenant Services Expense (sum of lines 220, 230, and 240)	1.42	1.53	6.11	20,000		
Utilities:								
260	4310	Water	68.55	83.94	76.31	250,000		
270	4320	Electricity	79.41	83.94	68.68	225,000		
280	4330	Gas	85.34	61.05	90.05	295,000		
290	4340	Fuel	70.12	93.10	93.10	305,000		
300	4350	Labor						
310	4390	Other utilities expense	10.30	16.79	15.26	50,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	313.72	338.82	343.41	1,125,000		

Name of PHA/IHA
Peekskill Housing Authority

Fiscal Year Ending
March 31, 2025

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 2023 PUM (2)	[X] Estimates () or Actual Current Budget Yr. 2024 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	174.13	183.66	195.65	640,940		
340	4420	Materials	31.66	38.16	38.16	125,000		
350	4430	Contract Costs	103.74	106.38	109.43	358,500		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	309.53	328.20	343.24	1,124,440		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs	0.80		1.53	5,000		
400	Total	Protective Services Expense (sum of lines 370 to 390)	0.80		1.53	5,000		
General Expense:								
410	4510	Insurance	84.56	90.11	77.90	255,200		
420	4520	Payments in Lieu of Taxes	24.59	23.98	22.52	73,770		
430	4530	Terminal Leave Payments		6.11				
440	4540	Employee Benefit Contributions	75.44	138.89	189.49	620,780		
450	4570	Collection Losses	120.03	30.53	30.53	100,000		
460	4590	Other General Expense						
470	Total	General Expense (sum of lines 410 to 460)	304.62	289.62	320.44	1,049,750		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	1,098.46	1,136.31	1,177.43	3,857,270		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)	1,098.46	1,136.31	1,177.43	3,857,270		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	2.93		3.05	10,000		
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	2.93		3.05	10,000		
550	Total	Operating Expenditures (sum of lines 500 and 540)	1,101.39	1,136.31	1,180.49	3,867,270		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	1,101.39	1,136.31	1,180.49	3,867,270		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(447.20)	(477.70)	(533.61)	(1,748,120)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Operating Subsidy: Current Year (before year-end adjustments)	529.25	488.40	540.29	1,770,000		
640		Mandatory PFS Adjustments (net):						
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy - current year (line 630 plus or minus line 670)	529.25	488.40	540.29	1,770,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	529.25	488.40	540.29	1,770,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	82.05	10.70	6.68	21,880		

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Increases provided per contract. Four employees received a 4% increase. Five employees receive \$1,100 longevity.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Increased for higher costs

198,000 191,650

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water		
Electricity	250,000	275,000
Gas	225,000	275,000
Propane	295,000	200,000
Fuel	20,000	20,000
Sewer tax	285,000	285,000
	<u>50,000</u>	<u>55,000</u>
	<u>1,125,000</u>	1,110,000

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

Unchanged

125,000

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

Garbage & trash removal	90,000		
Heating & cooling	10,000	Alarm/extinguisher	6,000
Snow removal	2,000		
Elevator	18,500	Routine maintenance contracts	20,000
Landscaping & grounds	50,000	Other misc. contracts	40,000
Unit turnaround	100,000		
Electrical	0		
Plumbing	2,000		
Exterminating	20,000		

358,500

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

Commercial property	80,000	85,000
Commercial liability	130,000	165,000
Deductibles	10,000	10,000
Auto	6,000	6,000
Workers compensation	20,000	20,000
Boiler & machinery	7,200	7,200
Fidelity	2,000	2,000
	<u>255,200</u>	295,200

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

FICA	74,283	76,010
Health insurance	400,000	240,000
Employee contribution	(45,000)	
Retirement	136,000	95,000
Dental & optical insurance	20,000	22,000
Retirees' medicare	12,000	18,500
Unemployment	20,000	
Uniform allowance (\$500 per maintenance employee)	3,500	3,500
	<u>620,783</u>	455,010

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

Anticipated write-off of vacated arrears and adjust allowance for doubtful accounts	<u>100,000</u>
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Extraordinary Maintenance, Replacement of Equipment, and Betterments: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD-52567.	Extraordinary maintenance	<u>10,000</u>
	Replacement of equipment	<u> </u>
	Betterments and additions	<u> </u>

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

None.

Operating Budget
Schedule of Administration
Expense Other Than Salary

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

OMB Approval No. 2577-0026 (Exp. 10/31/97)

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Name of Housing Authority: Peekskill Housing Authority		Locality: Peekskill, NY		Fiscal Year End: March 31, 2025	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	45,000	45,000			
2 Training (list and provide justification)	5,000	5,000			
3 Travel					
Trips To Conventions and Meetings (list and provide justification)	5,000	5,000			
4 Other Travel:					
Outside Area of Jurisdiction					
5 Within Area of Jurisdiction					
6 Total Travel	5,000	5,000			
7 Accounting	30,000	30,000			
8 Auditing	10,500	10,500			
9 Sundry					
Rental of Office Space					
10 Publications					
11 Membership Dues and Fees (list organization and amount)	2,000	2,000			
12 Telephone, Fax, Electronic Communications	7,000	7,000			
13 Collection Agent Fees and Court Costs	5,000	5,000			
14 Administrative Services Contracts(list and provide justification)	38,500	38,500			
15 Forms, Stationary and Office Supplies	25,000	25,000			
16 Other Sundry Expense (provide breakdown)	30,000	30,000			
17 Total Sundry	107,500	107,500			
18 Total Administration Expense Other Than Salaries	203,000	203,000			

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

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

Signature of authorized representative & Date:

X

Justification/Breakdown:

	No. of Persons Attending All Staff/Comm.	Aggregate Days of Travel	Total Cost of Each Trip	Total Cost
2. Training:				
Accounting and tenant trainings				5,000
3. Travel - Trips to conventions and meetings:				
NAHRO and other conventions / training				5,000
11. Membership Dues and Fees:				
NAHRO				650
PHADA				650
NYSPHADA				300
HVAHA				200
Chase Mastercard				200
				2,000
14. Administrative Service Contracts:				
Computer software				16,000
Computer maintenance				6,000
BT intercom, keyfob				1,500
Website hosting				6,000
OPEB report				3,000
Grant writing				2,500
eProcurement System annual fee				1,500
Shredding				500
Other				1,500
				38,500
16. Other Sundry Expense:				
Classified advertising				4,000
Water cooler				2,000
Postage & overnight service				7,500
All other - sundry				16,500
				30,000

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. Legal Expense: Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

Special Note: The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. Training: List and provide justification for all training.

Travel Expense: Justification must be provided for travel.

3. Trips to Conventions and Meetings: Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. Other Travel Outside Area of Jurisdiction: Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. Other Travel: Within Area of Jurisdiction: Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. Total Travel: Sum Lines 3, 4 and 5 for Columns (2) through (7) and enter total for each on line 6 "Total Travel."

7 thru 16. Accounting, Auditing and Sundry: Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts show in Column (2) chargeable to all programs administered by the Housing Authority.

14. Administrative Services Contracts: List and provide justification for all contracts (excluding accounting contracts).

16. All Other Sundry Expense: List all items identified under this expense.

18. Total Administration Expense Other Than Salaries:

Add the amounts on the following Lines:

Line 1	Legal Expense
Line 2	Training
Line 6	Total Travel
Line 7	Accounting
Line 8	Auditing
Line 17	Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8 and 17 should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

Operating Budget

Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0028 (exp. 10/1/87)

Name of Housing Authority Peekskill Housing Authority		Locality Peekskill, NY	Fiscal Year End March 31, 2025									
Position Title and Name By Organizational Unit and Function		Present Salary Rate As of (date) 1/1/24	Requested Budget Year				Allocation of Salaries by Program					
			Salary Rate	No. Months	Estimated Payment Amount		Management	Modernization	Development	Section 8 Programs	Tenant Services	Longevity
(1)	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ADMINISTRATION												
Executive Director	AN-T	88,559		12	118,000	118,000						
Assistant Director	AN-T	67,359	80,000	12	40,000	40,000						
TRA	AN-T	78,868		12	70,053	70,053						
Sr. Office Asst	AN-T			12	82,023	82,023						
Overtime, out of title pay, health buyout	AN-T			12	10,000	10,000						
Compensated absences	AN-T				10,000	10,000						
					330,076	330,076						Half year
MAINTENANCE												
Maintenance Foreperson	M	102,952		12	104,052	104,052						
Maintenance Laborer	M	81,002		12	82,102	82,102						
Maintenance Laborer	M	81,002		12	82,102	82,102						
Maintenance Laborer	M	98,826		12	99,926	99,926						
Maintenance Laborer	M	77,214		12	80,303	80,303						
Maintenance Laborer	M	54,946		12	57,144	57,144						
Laborer	M	69,209		12	70,309	70,309						
Cleaner	P/T			12	12,000	12,000						
Cleaner	P/T			12	8,000	8,000						
Overtime, out of title pay, health buyout	M			12	25,000	25,000						
Compensated absences	M				20,000	20,000						
					640,938	640,938						

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729.3802)

Executive Director or Designated Official

Date

Operating Budget
Schedule of Nonroutine Expenditures

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

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

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Peekskill Housing Authority

Peekskill, NY

Fiscal Year Ending
March 31, 2025

Extraordinary Maintenance and Betterments and Additions (Excluding Equipment Additions)										
Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Budget Year End (5)		Requested Budget Year		Equipment Requirements		
				Estimated Expenditure in Year (6)	Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)	No. of Items (9)	Item Cost (10)	Estimated Expenditure in Year (11)	
	Unanticipated expenditures				10,000					

Operating Budget

Summary of Budget Data and Justifications

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

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Name of Local Housing Authority:	Locality:	Fiscal Year Ending:
Peekskill Housing Authority	Peekskill, NY	March 31, 2025

Operating Receipts

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

December 2023 rent roll	152,996
X	12
	<u>1,835,952</u>

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

1. Utility Services Surcharged: Gas [] Electricity [] Other [] (Specify) _____

2. Comments

Estimated, charged during the summer	<u>6,000</u>
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Nondwelling Rent: (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

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

2. Comments

December 2023 rent roll	parking	1,725
X		12
		<u>20,700</u>

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

Estimated investment income

6,500

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

Capital Fund "subsidy"	200,000
Charges to tenants and miscellaneous income - commissions (laundry, telephone), etc.	<u>50,000</u>
	<u>250,000</u>

Operating Expenditures

Summary of Staffing and Salary Data

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

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.

Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two. $(8/10+7/10+5/10)$.

Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.

Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.

Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).

Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

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

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Management (3)	Sec 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration - Nontechnical Salaries 1	4	4	330,076		0	
Administration - Technical Salaries 1						
Ordinary Maintenance and Operation - Labor 1	9	7	640,938			
Utilities - Labor 1						
Other (Specify) - Tenant Services 1			0			
Extraordinary Maintenance Work Project 2						
Betterments and Additions Work Project 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Name of PHA/IHA Peekskill Housing Authority		Fiscal Year Ending March 31, 2025	
	Operating Reserve	PHA/IHA Estimates	HUD Modifications
	Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821 PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

	Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): March 31, 2023	(4,816,652)	
790	Provision for Operating Reserve - Current Budget Year (check one) [X] Estimated for FYE 3/31/2024 [] Actual for FYE	35,090	
800	Operating Reserve at End of Current Budget Year (check one) [X] Estimated for FYE 3/31/2024 [] Actual for FYE	(4,781,562)	
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE 3/31/2025 Enter Amount from line 700	21,880	
820	Operating Reserve at End of Requested Budget Year Estimated for FYE 3/31/2025 (Sum of lines 800 and 810)	(4,759,682)	
830	Cash Reserve Requirement - 50% of line 480	1,928,635	

Comments:

PHA/IHA Approval Name Janneyn Phalen
 Title Executive Director
 Signature _____

Date _____

Field Office Approval Name _____
 Title _____
 Signature _____

Date _____

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

Commercial property	80,000	85,000
Commercial liability	130,000	165,000
Deductibles	10,000	10,000
Auto	6,000	6,000
Workers compensation	20,000	20,000
Boiler & machinery	7,200	7,200
Fidelity	2,000	2,000
	<u>255,200</u>	295,200

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

FICA	74,283	76,010
Health insurance	400,000	240,000
Employee contribution	(45,000)	
Retirement	136,000	95,000
Dental & optical insurance	20,000	22,000
Retirees' medicare	12,000	18,500
Unemployment	20,000	
Uniform allowance (\$500 per maintenance employee)	3,500	3,500
	<u>620,783</u>	455,010

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

Anticipated write-off of vacated arrears and adjust allowance for doubtful accounts	<u>100,000</u>
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Extraordinary Maintenance, Replacement of Equipment, and Betterments Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD-52567.	Extraordinary maintenance	<u>10,000</u>
	Replacement of equipment	<u> </u>
	Betterments and additions	<u> </u>

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

None.