

**IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT**

**UNDERSTANDING MUNICIPAL FINANCES  
IMPACT ON BUDGET PROCEDURES**

**JULY 24, 2015-NJ LAW CENTER, NEW BRUNSWICK, NJ**

***Instructor: Mr. Fred Tomkins, CPA/RMA Auditor***

***Hand Out Materials***

**PO Box 1468, Clifton, NJ 07015 Tel 973 777 4200 Fax 973 777 0401**

## General Instructions to Complete the Municipal Budget Levy Cap Calculation Workbook

a)	This workbook is composed of this sheet - Instructions/Data Entry and several individual worksheets	
b)	It designed to simplify data entry by having the user enter all data on this worksheet. By filling in the cells on this page, each spreadsheet will reflect the information and automatically calculate the formulas on each individual worksheet.	
c)	The individual spreadsheets (tabs) are locked to protect the formulas.	
d)	Fill in only the green sections of this worksheet.	
e)	Complete each set of instructions as shown below	
f)	Select the municipality (and county) by clicking the blue cell below, then click on the arrow on the right side to choose. This will populate the name and county throughout the workbook. Then continue to complete each of the following sections.	
g)	The completed Levy Workbook must be submitted to the Division, via e-mail at <b>lfb@dca.state.nj.us</b> and it must be precisely named as: <b>municode_LCC_year.xls (all 4 digits municode must be included)</b>	
0000	None	Select from cell B9 Instruction Tab
<b>A. Levy Cap Calculation Summary</b>		
1	Prior Year Amount to be Raised by Taxation - Municipal Purpose Tax	
2	Current Year Amount to be Raised by Taxation - Municipal Purpose Tax	
3	Cap Base Adjustment (+/-)	
4	Changes in Service Provider: Transfer (-)/Assumption of Service (+)	
5	Deferred Charges:	
5A	Current Year Appropriations:	
	DCA Approved Emergency Declaration (NJSA 40A:4-46)	
	DCA Approved Special Emergency Declarations (NJSA 40A:4-54, 40A:4-55.1 & 40A:4-55.13) <sup>a</sup>	
	Debt Service/Down Payment Emergencies (NJSA 40A:4-46)	
	Emergency Authorizations funded by Notes (NJSA 40A:4-46) <sup>b</sup>	
	Five-year Special Emergency Authorizations funded by Notes (NJSA 40A:4-53) <sup>c</sup>	
5B	Prior Year Appropriations:	
	Emergency Declaration (NJSA 40A:4-46)	
	Special Emergency Declarations (NJSA 40A:4-54, 40A:4-55.1 & 40A:4-55.13)	
	Debt Service/Down Payment Emergencies (NJSA 40A:4-46)	
	Emergency Authorizations Funded by Notes (NJSA 40A:4-46)	
	Special Emergency Authorizations (NJSA 40A:4-53)	
6	New Ratables - Increase in Valuations (New Construction and Additions)	
7	Prior Year's Local Municipal Purpose Tax Rate (per \$100) (excluding Open Space)	
8	Prior Year Recycling Tax Expended (Paid or Charged plus Reserved)	
9	Current Year Recycling Tax Appropriation	
10	Cancelled Prior Year Recycling Appropriation	
11	Cap Bank Data:	
	<b>SFY2012-2013:</b>	
	SFY 2012 Balance Available for SFY 2015	
	SFY 2012 Amount Utilized - SFY 2015 Budget	
	SFY 2013 Balance Available for SFY 2015-2016	
	SFY 2013 Amount Utilized - SFY 2015 Budget	
	<b>SFY2014:</b>	
	SFY 2014 Maximum Allowable Amount to be Raised by Taxation	
	SFY 2014 Amount to Be Raised By Taxation for Municipal Purposes	
	SFY 2014 Cap Bank Utilized in SFY 2015	
12	Amount approved by Referendum	
13	Approved Referendum Appropriation Cancellations	
	a - Exclusions permitted only for the period of time which Emergencies are funded.	
	b - Exclusions permitted only if local unit has issued Emergency Notes/Special Emergency Notes.	
	c - Exclusions available for Special Emergencies Authorized funding of which began in 2011 and thereafter	
	d -Enter amounts of Emergencies taken as exclusions in prior year.	

<b>B. Shared Service Agreements Cap Exceptions - Recipients Only</b>		
	Note: Exclusions are limited to amounts required to be paid on account of the above listed components pursuant to Shared Service Agreements and as certified by provider.	
1	Current Year Shared Services Capital, Debt Service, Pension & Health Benefits and Declared Emergency Appropriations (Automatically filled from Recipient Shared Service Exclusion Worksheet)	\$0
2	Prior Year Shared Services Capital, Debt Service, Pension, Health Benefits and Declared Emergencies Expended (Automatically filled from Recipient Shared Service Exclusion Worksheet)	\$0
3	Cancelled Prior Year Shared Services Capital, Debt Service, Pension, Health Benefits and Declared Emergencies Appropriations (Enter amount here)	
<b>C. Health Insurance Cap Exception</b>		
The Health Care Calculation worksheet will automatically calculate the inside cap and outside cap appropriations.		
	Note: The spreadsheet calculates the correct amount for the levy cap health insurance exclusion. If there is an increase above 2% but less than the State Health Benefits increase, the local unit is only permitted to exclude the amount of increase above the 2%. Be sure to include all appropriations, both inside and outside the cap.	
1	Current Year Group Health Insurance Total Amount Appropriated	
2	Current Year Anticipated Revenues Offsetting Group Health Insurance Appropriation	
3	Prior Year Group Health Insurance Expended (Paid or Charged plus Reserved)	
4	Prior Year Realized Budget Revenues Offsetting Group Health Insurance Appropriation	
<i>To print out the Health Care Calculation Worksheet now, click on the tab and click the print icon.</i>		
<b>D. Pension Contribution Cap Exception</b>		
The Pension Contribution Calc. worksheet will automatically calculate the exemption allowance.		
1	Current Year PFRS Normal & Accrued Liability, ERI and Deferral Obligation	
2	Current Year Anticipated Revenues directly offsetting PFRS Pension Costs	
3	Prior Year PFRS Normal & Accrued Liability, ERI and Deferral Obligations*	
4	Prior Year Realized Revenues directly offsetting PFRS Pension Costs	
5	Current Year PERS Normal & Accrued Liability, ERI and Deferral Obligations	
6	Current Year Anticipated Revenues directly offsetting Pension Costs	
7	Prior Year PERS Normal & Accrued Liability, ERI and Deferral Obligations	
8	Prior Year Realized Revenues directly offsetting Pension Costs	
<i>To print out the Pensions Contribution Worksheet now, click on the tab and click the print icon.</i>		
<b>E. LOSAP</b>		
1	Current Year LOSAP Appropriation	
2	Prior Year LOSAP Expended (Paid or Charged plus Reserved)	
3	Cancelled Prior Year LOSAP Appropriation	
<i>To print out the LOSAP Worksheet now, click on the tab and click the print icon.</i>		
<b>F. Capital Improvements</b>		
1	Current Year Capital Improvement Fund, Down Payment and Capital Improvement Appropriations.*	
2	Current Year Anticipated Revenues offsetting Capital Improvement Fund, Down Payment and Capital Improvement Appropriations.	
3	Prior Year Capital Improvement Fund, Down Payments and Capital Improv. Expended (Paid or Charged + Reserved)	
4	Prior Year Realized Revenues offsetting Capital Improvement. Fund, Down Payment and Capital Improvement. Appropriations	
5	Cancelled or Unexpended Prior Year Appropriation for Capital Improvement Fund, Down Payments and Capital Improvement Appropriations	
*Grant Items budgeted and Offset with revenues under the Capital Improvement section of the Budget must be omitted from the calculation		
<i>To print out the Capital Improvements Worksheet now, click on the tab and click the print icon.</i>		

<b>G. Debt Service Cap Exception</b>	
	Note: The Debt Service Calculation worksheet will automatically calculate the exemption allowance. Do not include Type 1 debt service in any calculation.
1	Current Year Debt Service and County Improvement Authority Capital Lease Appropriations
2	Current Year Debt Service Component - Share of Cost Service Contract Appropriations
3	Current Year Anticipated Revenues offsetting Debt Service, Capital Lease Obligations and Debt Service Component - Share of Cost Contracts
4	Prior Year Debt Service and County Improvement Authority Capital Lease Obligations Expended
5	Prior Year Debt Service Component - Share of Cost Contract Obligations Expended
6	Prior Year Realized Budget Revenues Offsetting Debt Service, Capital Lease Obligations and Debt Service Component - Share of Cost Contracts
7	Prior Year Cancelled Debt Service, Capital Lease Appropriations and Debt Service Component - Share of Cost Contracts
	<i>To print out the Debt Service Calculation Worksheet now, click on the tab and click the print icon.</i>
<b>H. Deferred Charges to Future Taxation Unfunded Cap Exception</b>	
1	Current Year Deferred Charges to Future Taxation Unfunded Appropriations
2	Prior Year Deferred Charges to Future Taxation Unfunded Approp (Paid or Charged)
3	Cancelled Prior Year Appropriations for Deferred Charges to Future Taxation Unfunded
	<i>To print out the Defered Charges Worksheet now, click on the tab and click the print icon.</i>
	<i>To print out the Summary Levy Cap Worksheet now, click on the tab and click the print icon.</i>

**LFN 2011-24**

**August 9, 2011**

# Local Finance Notice

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Thomas H. Neff  
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 Municipal Clerks  
 Municipal Chief Financial Officers

## SFY 2012 Budget Development Matters

This Local Finance Notice reviews matters related to SFY 2012 budgets. It supplements, reflects and reminds readers of issues covered in Notice 2011-4R and 2011-3R. Those notices provide guidance and direction, respectively, regarding changes to the budget calendar and the impact of the 2010 Levy Cap Law.

### Transitional Aid Applications

It is presently anticipated that the Governor's FY 2012 proposed State budget will include an appropriation for Transitional Aid (TA). SFY municipalities considering applying for this program should review Notice 2011-22 immediately.

### Levy Cap Referendums

With the elimination of levy cap waivers approved by the Local Finance Board, local units may ask their voters to increase their levy above their cap limit. The 2010 Cap law requires a 50 percent plus 1 vote for approval. Municipalities considering a SFY 2012 levy cap referendum should review Local Finance Notice 2011-25 immediately.

### Other Budget Matters

**Levy Cap Workbook:** The municipal SFY 2012 Levy Cap Workbook (Excel file) has been completed and can be downloaded from the Division website.

The workbook has been updated to reflect the new law; the main data entry page has been modified to accept new information as required under the law. New pages have been added to show calculations for capital spending and LOSAP exclusions.

A new tab has been created for local units that receive shared services and are taking advantage of the exclusions for increases in pension, health benefits, or capital/debt service increases related to shared service agreements. The new worksheet follows the Instruction tab and requires itemization of current and prior year eligible exclusion costs for each shared service agreement. When this exception is used, the CFO must retain on file (but not send to the Division) the certification from the shared service provider that provided the calculations.

The levy cap workbook will automatically calculate the levy cap exclusion for group insurance costs for both caps (See [Local Finance Notice 2011-23](#)). There is now a separate calculation for the amount that is excluded from the 1977 Cap and budgeted on Sheet 20 (Section C on the Instruction tab of the workbook). The amounts for group insurance must include the total of all inside and outside cap group health insurance appropriations.

**Share of Utility Authority Costs:** The Division has recently been advised by the Division of Law that a local unit can exclude from the levy cap certain expenses billed to a municipality from a municipal authority. Specifically, when a municipality makes a payment for utility authority services (i.e., sewer service) that includes a portion of debt service where the debt service is guaranteed by the municipality, the portion of the utility charge that represents debt services may be taken as a cap exclusion. From a levy cap perspective, starting with SFY 2012, any increases in authority allocations of debt service will be excluded from the levy cap.

The following procedures apply to this ruling:

1. Appropriations for the utility service will remain on Budget Sheet 20, however, the debt service and operating components shall be itemized as separate lines items in the budget.
2. The authority must provide an itemized invoice reporting the debt service and operating components for the current **and prior year** budgets.
3. Both amounts will be entered into the levy cap workbook to calculate what the increase will be, which would be the cap exclusion.
4. Include in the levy cap workbook under the debt service exclusion calculation, a separate line to enter the authority component for debt service for the current and prior year, which is billed as part of the service agreement. The itemized bill of the authority will confirm this amount.

**Municipal Information Sheets:** Municipal Information Sheets are [posted online](#).

**Posting Budgets on Website:** Local officials by now should be aware of a 2007 requirement that each municipality and county post their adopted budgets on their web site (N.J.S.A. 40A:4-10). A recent amendment to the law modified the law to require three prior years and the current year's budgets be posted, and that the Division of Local Government Services will post budgets for municipalities without their own website.

SFY local officials should immediately post their 2009, 2010 and 2011 budgets (PDF format recommended) and post their 2012 budgets upon adoption. Municipalities without their own website should contact the Division ([egg@dca.state.nj.us](mailto:egg@dca.state.nj.us)) on the procedure for sending copies of their budgets to the Division for posting. Please note that the provision of N.J.S.A. 40A:4-10 relating to a "user-friendly" budget has not yet been implemented.

**Health Insurance Contributions and Waivers:** Laws requiring all local units to begin collecting deductions from employee salaries to offset employer health care costs affects all municipal governments (see [Local Finance Notice 2011-22](#)). The following determinations have been made concerning budgeting and accounting for these deductions:

- employee health care contributions shall be treated as a payroll agency transaction;

- employee contributions shall not be credited as a reimbursement to the health insurance appropriation, nor shall contributions be treated as Miscellaneous Revenue Not Anticipated;
- no employee contributions shall be treated as anticipated revenue in a local unit's budget; and,
- budgeted appropriations for health insurance shall be net of revenue.

To disclose the value of employee contributions and reduced employer costs for health care coverage to the public, each formal Budget Message shall contain information or a schedule showing the amounts contributed from employees, the employer share, and total costs. The disclosure may be broken down by employee group. As an option, the local unit may include the value of estimates of future appropriation reductions as those employees currently under contracts begin making contributions when those contracts expire.

Further, effective with CY 2011 budgets, amounts appropriated for employees who receive payments in lieu of accepting health benefits ("waivers") must be appropriated as a separate line item. The new line item must immediately follow the Health Insurance line item, named as "Health Benefit Waiver" with FCOA Code #23-221.

Notwithstanding the budgeting requirements, for accounting purposes, reimbursements to the health insurance line item appropriation may be made to facilitate the payment of health insurance bills only if the local unit can pay the bill from a single account.

**Filing of Shared Service Agreements:** As part of the 2007 reforms to shared services law, N.J.S.A. 40A:65-4(b) requires that local units file a copy of new or renewed shared service agreements with the Division of Local Government Services. Local units that provide shared services are directed to file any new, continued, or amended shared service agreements entered into after April 3, 2007, with the Division. It is preferred that these agreements be sent electronically (as Word or PDF) to [egg@dca.state.nj.us](mailto:egg@dca.state.nj.us), or mailed to the Division's Shared Services Unit, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803.

Copies of these agreements may be added to an existing online resource of shared service agreements on the [New Jersey State League of Municipalities website](#).

**Library Surplus Transfers:** Chapter 83 of P.L. 2010 established conditions requiring transfer of certain public library fund balance amounts to a municipality and that the transferred funds be used exclusively as property tax relief. This means the funds transferred must be anticipated as a revenue without an offsetting appropriation and no levy cap adjustment. The previous law required that transfers were voluntary. Approval of the calculation and conditions concerning transfer of funds is subject to the approval of the State Library. State library staff is aware of the requirements and time frames and are prepared to work with local library and fiscal officials to meet budget deadlines.

Once transferred to the municipality, the funds do not have to be used all at once or in the year they are transferred and the anticipation may be spread over several years at the discretion of the governing body. Once transferred, funds not anticipated in the current year budget are held as a non-spending reserve in the Trust Fund until anticipated in the budget for property tax relief.

The laws concerning the requirement (Word document) and an information packet (zip file) on the conditions, calculation of the transfer amount and other details can be downloaded from the preceding links. Alternatively, the same information, known as "identification of excess funds" is also on the State Library website under the heading "Part 8: New Statutes and Regulations Since 2007." Questions on this process can be directed to Michelle Stricker at the State Library at [mstricker@njstatelib.org](mailto:mstricker@njstatelib.org).

**Reserve for Uncollected Taxes Calculation Adjustments:** Chapter 56 of P.L. 2010 made a modification to the calculation of the tax collection rate (and therefore affecting the reserve amount) by allowing full deduction of the impact of tax appeal judgments on the levy. The law added a new sub-paragraph to part (c) of N.J.S.A. 40A:4-41 and reads as follows:

(c)...(2) If tax appeal judgments of the county tax board pursuant to R.S.54:3-21 et seq., or the State tax court pursuant to R.S.54:48-1 et seq., result in tax reductions for the previous fiscal year, the governing body of the municipality may elect to calculate the current year reserve for uncollected taxes by reducing the certified tax levy of the prior year by the amount of the tax levy adjustments resulting from those judgments. Election of this choice shall be made by resolution, approved by a majority vote of the full membership of the governing body prior to the introduction of the annual budget pursuant to N.J.S.40A:4-5.

The law also eliminated previous requirement that appeals exceed 0.75 percent of the tax levy in order to make an adjustment. The law requires that an authorizing resolution by the governing body be passed prior to the introduction of the budget. The resolution must state the specific circumstances and amounts and determination to use the revised formula.

**Special Emergencies for Uncompensated Absences:** P.L. 2010, c. 46 amended N.J.S.A. 40A:4-53, Special Emergencies by adding a new provision for the use of Special Emergencies, as follows:

h. Contractually required severance liabilities resulting from the layoff or retirement of employees. Such liabilities shall be paid without interest and, at the sole discretion of the local unit, may be paid in equal annual installments over a period not to exceed five years.

From the Division's perspective, this provision permits "severance liabilities" (a.k.a., uncompensated absences), for retiring employees to be treated as a special emergency and be funded for up to five years. If special emergency notes are issued to fund the payment, the funding of notes are exclusions to the levy cap (see Local Finance Notice 2011-3R). Provisions of the law relating to interest and installments would also be subject to any local ordinances or contractual provisions that authorize the local benefit.

**Federal Grants with Future Year Obligations:** Local units receiving federal COPS SAFER or others that require future year obligations grants should carefully consider those conditions prior to accepting a grant. There is no levy cap exception for additional local costs if federal grant requirements include out-year local funding as a condition of receiving local match-free current year grants. Local officials should carefully review their individual circumstances to anticipate compliance with future year grant conditions when accepting current grants.

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Thomas H. Neff, Director



## Table of Web Links

Page	Shortcut text	Internet Address
1	Notice 2011-4R	<a href="http://www.nj.gov/dca/lgs/lfns/11lfns/2011-4r.doc">http://www.nj.gov/dca/lgs/lfns/11lfns/2011-4r.doc</a>
1	Notice 2011-3R	<a href="http://www.nj.gov/dca/lgs/lfns/11lfns/2011-3r.doc">http://www.nj.gov/dca/lgs/lfns/11lfns/2011-3r.doc</a>
1	Notice 2011-22	<a href="http://www.nj.gov/dca/lgs/lfns/11lfns/2011-22.doc">http://www.nj.gov/dca/lgs/lfns/11lfns/2011-22.doc</a>
2	Municipal	<a href="http://www.state.nj.us/dca/lgs/fiscal/bud_forms/levycapcalcwrkbk-muni.xls">http://www.state.nj.us/dca/lgs/fiscal/bud_forms/levycapcalcwrkbk-muni.xls</a>
2	County	<a href="http://www.state.nj.us/dca/lgs/fiscal/bud_forms/levycapcalcwrkbk-county.xls">http://www.state.nj.us/dca/lgs/fiscal/bud_forms/levycapcalcwrkbk-county.xls</a>
3	NJ League of Municipalities	<a href="http://www.njslom.org/interlocal_sharedagreements.html">http://www.njslom.org/interlocal_sharedagreements.html</a>
4	Laws concerning the requirement	<a href="http://ldb.njstatelib.org/ldb_files/NJSA40_54-15.doc">http://ldb.njstatelib.org/ldb_files/NJSA40_54-15.doc</a>
4	information packet	<a href="http://ldb.njstatelib.org/ldb_files/ReturnOfFundsPacket080411.zip">http://ldb.njstatelib.org/ldb_files/ReturnOfFundsPacket080411.zip</a>
4	State Library	<a href="http://www.njstatelib.org/LDB/Library_Law/#part8">http://www.njstatelib.org/LDB/Library_Law/#part8</a>
4	LFN 2011-3R	<a href="http://www.nj.gov/dca/lgs/lfns/11lfns/2011-3r.doc">http://www.nj.gov/dca/lgs/lfns/11lfns/2011-3r.doc</a>

**LFN 2011-36**

**December 12, 2011**

# Local Finance Notice

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## Share of Authority Debt Service Costs Levy Cap Exclusion

The Division of Local Government Services was recently advised by the Division of Law that a local unit (municipality, county, or fire district) can exclude from the annual (2010) levy cap calculation certain expenses billed to such local unit by a municipal, county or regional authority (an "authority"). In reliance upon such recent advice from the Division of Law, this Local Finance Notice reviews the circumstances under which authority debt service costs can be excluded from a local unit levy cap calculation.

Specifically, it has been concluded that any amounts that may be required to be paid by a local unit to an authority, pursuant to a service agreement entered into between the authority and the local unit, and that is necessary for the authority to meet its debt service obligations, may be considered the equivalent of debt service under the levy cap debt service exclusion authorized by N.J.S.A. 40A:4-45.45(b).

### Procedures Regarding Implementation

An authority shall certify to a local unit if an increase in service agreement charges over the prior year includes increases in authority debt service or increases that are necessary for the authority to meet its debt service obligations.

The following procedures shall apply when an authority certifies such increases in debt service amounts over the prior year:

1. The authority must provide an itemized invoice reporting the debt service and operating components for the current and prior year budgets.

2. Appropriations for service agreement charges will remain on Budget Sheet 20; however the debt service and operating component shall be itemized as separate line items.
3. The debt service component and the operating component will be entered into the levy cap workbook to calculate the levy cap exclusion (increase in debt service). The levy cap workbook includes, under the debt service exclusion, a separate line to enter the authority component for debt service for the current year and prior years, as reflected by the authority billing certification.

This Local Finance Notice is not intended to address a scenario in which a local unit, as a retail customer, purchases utility services from an authority for facilities that are owned by such local unit and, therefore, the levy cap exclusion does not include increases in user fees for such retail purchases by a local unit.

This provision takes effect immediately, and shall supersede that portion of Local Finance Notice 2011-3, dated January 14, 2011, under the heading thereof entitled "2010 Cap Exclusions – Local Authority Service Agreements," which provisions shall be of no effect as of the date hereof.

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Approved: Thomas H. Neff, Director, Division of Local Government Services

**LFN 2008-17**  
**October 28, 2008**

# Local Finance Notice

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Web: [www.nj.gov/dca/lgs](http://www.nj.gov/dca/lgs)  
**Distribution**  
 E-mail: [dllgs@dca.state.nj.us](mailto:dllgs@dca.state.nj.us)  
 Fire District Board of  
 Commissioners

## CY 2009 FIRE DISTRICT BUDGET INSTRUCTIONS

Fire District budget documents are now available for downloading on the Division of Local Government Services' web site. Users can view and download the following items:

- Budget Workbook (including Supplemental Schedules and Levy Cap Workbook)
- Budget Documents and Forms
- Budget Instructions
- Budget Calendar
- Transmittal Checklist (ensures proper documentation is submitted)

The Division's GovConnect program requires **all** Fire Districts to be enrolled in GovConnect and have Internet access. Authority personnel in need of access that do not have it can contact the GovConnect Help Desk at [egg@dca.state.nj.us](mailto:egg@dca.state.nj.us) or 609-943-4724.

This Local Finance Notice reviews changes to the budget preparation process, form changes, and guidance on the steps districts should follow to prepare their budget. This Notice must be read in concert with Local Finance Notice 2007-25 which covers procedures related to the Property Tax Levy Cap calculation, cap waiver applications, and cap referendums.

### Changes to Budget Sheets and Excel Workbook

In 2007, the Property Tax Levy Cap resulted in changing the old, single Excel worksheet to a multi-page workbook with budgets sheets being modified, new sheets added to reflect the levy cap. Those changes continue today. They include:

- The single workbook re-designed to make it easier to find the individual budget pages. Instead of all of the pages appearing on one worksheet, each page has its own tab in the workbook.
- The workbook includes worksheets for the Levy Cap Calculation and built-in links to ensure integrity of data entry.
- Supplemental Schedules to account for Levy Cap issues
- Appendices that display more line items than allowed on some budget sheets.
- Formula cells added and protected from alteration.

The workbook is designed for Supplemental Schedules to be completed first. Relevant cells on those sheets will automatically transfer to the Levy Cap Calculation worksheets, and then to Budget pages.

The worksheet is designed for use with Microsoft Excel 2000, 2003, and 2007 and compatible programs. It is the Division's long term goal for the budget workbook itself to be filed electronically as part of budget submission and review.

With the second year of the Levy Cap there are several changes of note that require Fire District attention.

1. If the Fire District was granted a waiver by the Local Finance Board in the previous year, the waiver amount must be deducted from this year's levy.
2. Amounts excluded last year for Capital Improvements, Down Payments, and Reserve For Future Capital Outlay must also be deducted. Current year capital items will continue to be exclusions to the Levy Cap this year.

The Health Benefit exclusion to the Levy Cap is not available this year because the amount of the increase for the State Health Benefits was less than 4%.

### **Budget Calendar and Instructions**

Included with the e-mail distributing this Notice are supplemental documents that are integral to preparing the budget. They should be reviewed by all budget preparers:

- Budget Calendar: each due date and deadline of the budget process
- General Filing Information: instructions of what to file, where, when and how
- Using the Excel Workbook: Technical information on using the new DLGS fire district budget forms spreadsheet
- Budget Workbook Completion Instructions: a critical step-by-step guide to completing the budget workbook.

Separate from this Notice, but included with the original e-mail distribution and available online is the Reference Guide to Fire District Budgets. This update to the traditional "instructions" that accompanied the budget is a full explanation of each budget line item, how information should be calculated, and answers many questions about preparing the budget. The budget preparer should keep this document handy and refer it when preparing the budget.

### **Property Tax Levy Waiver Information**

The Local Finance Board is authorized to grant property tax levy cap waivers to address "extraordinary costs." The Board's decision on a waiver is final and cannot be appealed. Pursuant to the law, these extraordinary costs "may include but not limited to:"

- Increases in non-qualified capital lease payments (those that do not meet the definition above of a "qualified" lease);
- Net expenditure increases above four percent in mandated costs<sup>1</sup>;
- Total net expenditures for new mandates<sup>1</sup>;

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<sup>1</sup> For this purpose, the law defines a "mandate" as those services "that are mandated by any order of court, by any federal or State statute, or by administrative rule, directive, order, or other legally binding device issued by a State agency which has identified such cost as mandated expenditure on certification to the Local Finance Board by the State agency.

- Energy and insurance costs over a four percent increase;
- Offset of the loss of non-recurring revenues; and
- Purposes deemed by LFB to be “essential to protect or promote the public health, safety, or welfare.”

The Local Finance Board recommends that Fire District levy cap waiver applications are best limited to mandatory, non-discretionary items. Past waivers were denied by the LFB on the basis that District voters should make the final decision on expenditures exceeding Levy Cap limitations.

**Levy Cap Waiver Information** (available online)

- [Levy Cap Waiver Instructions](#)
- [Levy Cap Waiver Application Worksheet \(Excel\)](#)
- [Levy Cap Waiver Application Resolution](#)
- [Levy Cap Waiver Application Executive Summary \(Word\)](#)

### Conclusion

The CY 2009 fire district budget cycle will likely be very challenging. Division staff will respond to e-mails (preferred) or calls to (609)-984-0132 with questions or need for assistance as timely as possible.

District personnel that are enrolled in GovConnect should regularly check their e-mail for any updates or changes to budget procedures. Other individuals can keep up on Division activities through our DLGS-News list serve.

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Approved: Susan Jacobucci, Director

### Table of Web Links

Page	Shortcut text	Internet Address
1	Division of Local Government Services' web site	<a href="http://www.nj.gov/dca/lgs/authreg/authmenu.shtml#firebud">www.nj.gov/dca/lgs/authreg/authmenu.shtml#firebud</a>
1	Budget Workbook	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009budworkbook.xls">www.state.nj.us/dca/lgs/authreg/09forms/fd2009budworkbook.xls</a>
1	CY 2009 Fire District Budget Forms	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009bu.doc">www.state.nj.us/dca/lgs/authreg/09forms/fd2009bu.doc</a>
1	Reference Guide to Fire District Budgets	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009in.doc">www.state.nj.us/dca/lgs/authreg/09forms/fd2009in.doc</a>
1	Budget Calendar	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009ca.doc">www.state.nj.us/dca/lgs/authreg/09forms/fd2009ca.doc</a>
1	CY 2009 Fire District Transmittal Checklist	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009trn.doc">www.state.nj.us/dca/lgs/authreg/09forms/fd2009trn.doc</a>
1	Local Finance Notice 2007-25	<a href="http://www.nj.gov/dca/lgs/lfns/07lfns/2007-25.doc">www.nj.gov/dca/lgs/lfns/07lfns/2007-25.doc</a>
2	Forms and Reference Documents	<a href="http://www.nj.gov/dca/lgs/authreg/authmenu.shtml#firebud">www.nj.gov/dca/lgs/authreg/authmenu.shtml#firebud</a>
2	Levy Cap Waiver Information	<a href="http://www.nj.gov/dca/lgs/lfb/lfbmenu.shtml#CapWaiver">www.nj.gov/dca/lgs/lfb/lfbmenu.shtml#CapWaiver</a>
2	Levy Cap Waiver Instructions	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009levycapwaiverinstrucs.doc">www.state.nj.us/dca/lgs/authreg/09forms/fd2009levycapwaiverinstrucs.doc</a>
2	Levy Cap Waiver Application Worksheet	<a href="http://www.state.nj.us/dca/lgs/authreg/09forms/fd2009levycapwaiverapp.xls">www.state.nj.us/dca/lgs/authreg/09forms/fd2009levycapwaiverapp.xls</a>
2	Levy Cap Waiver Application Resolution	<a href="http://www.state.nj.us/dca/lgs/lfb/waivers/levy/waiverappres.doc">www.state.nj.us/dca/lgs/lfb/waivers/levy/waiverappres.doc</a>
2	Levy Cap Waiver Application Executive Summary	<a href="http://www.state.nj.us/dca/lgs/lfb/waivers/levy/levycapexecsum.doc">www.state.nj.us/dca/lgs/lfb/waivers/levy/levycapexecsum.doc</a>
3	e-mails	<a href="mailto:dlgs@dca.state.nj.us">dlgs@dca.state.nj.us</a>
3	DLGS-News list serve	<a href="http://www.nj.gov/dca/lgs/dlgs-newssubscribe.shtml">www.nj.gov/dca/lgs/dlgs-newssubscribe.shtml</a>

**LFN 2015-09**

**April 8, 2015**

**Contact Information**

**Director's Office**

V. 609.292.6613

F. 609.292.9073

**Local Government Research**

V. 609.292.6110

F. 609.292.9073

**Financial Regulation  
and Assistance**

V. 609.292.4806

F. 609.984.7388

**Local Finance Board**

V. 609.292.0479

F. 609.633.6243

**Local Management Services**

V. 609.292.7842

F. 609.633.6243

**Authority Regulation**

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F. 609.984.7388

**Mail and Delivery**

101 South Broad St.

PO Box 803

Trenton, New Jersey

08625-0803

**Web:**

[www.nj.gov/dca/divisions/dlgs](http://www.nj.gov/dca/divisions/dlgs)

E-mail: [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov)

**Distribution**

**Municipal Elected Officials**

**Municipal CFOs**

**Municipal Clerks**

**Tax Collectors**

**Auditors**

# Local Finance Notice

Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Charles A. Richman  
Acting Commissioner

Timothy J. Cunningham  
Director

## Municipal User-Friendly Budget

The Local Finance Board has adopted N.J.A.C. 5:30-3.8, a rule which requires municipalities to incorporate a user-friendly budget into their introduced (approved) and adopted annual municipal budgets. The user-friendly budget form has been approved by the Director and is now live on the Division of Local Government Services website.

### What is the User-Friendly Budget?

An Excel-based form prescribed by the Director of the Division of Local Government Services, the User-Friendly Budget seeks to present municipal budgets in a more easily comprehensible format for the average citizen. The User-Friendly Budget has three main objectives:

- Summarize the annual municipal operating budget
- Display information on key cost drivers
- Better explain the municipal budget's impact on local property taxes

The User-Friendly Budget gives municipal officials a powerful tool with which to assess their municipality's fiscal health, identify potential savings and inform constituents about measures being taken to control costs. In turn, the public will have access to a clearer picture of how tax dollars are being spent.

A User-Friendly Budget Form for counties will be developed in the near future. This form only applies to municipalities and is not required to be used for county budgets.

### Timeline for Completion and Submission of User-Friendly Budget

Commencing with Adopted Calendar Year 2015 budgets, each municipality must complete the User-Friendly Budget form as part of the annual municipal budget. Calendar Year municipalities do not have to complete the form for their introduced (approved) 2015 budgets, but must do so for each introduced as well as adopted budget moving forward. Municipalities with State Fiscal Year budgets must complete a User-Friendly Budget for both their introduced and adopted SFY2016 municipal budgets.

**IMPORTANT NOTES**

- For those CY2015 municipalities that adopt their budgets by April 10, 2015, the User-Friendly Budget Form shall be submitted to the Division after transmittal of the adopted CY2015 budget, but no later than May 10, 2015.
- If your municipality has not already adopted its CY2015 budget, please submit the User-Friendly Budget form to the Division with the adopted budget.

Instructions for completing and electronically submitting the municipal User-Friendly Budget Form can be accessed by clicking the Municipal User-Friendly Budget Instructions link, located under the Electronic Forms heading on the Division's Municipal and County Budgets webpage. The Division asks that municipal officials review the Instructions and this Local Finance Notice thoroughly before seeking assistance.

**Format of the Municipal User-Friendly Budget**

Data submission is organized into twelve sections, each with an individual tab. A summary description of each section follows:

- **Cover Page**  
The first tab references general information pertaining to the municipality, including the official web addresses and contact information (business) for elected and key appointed officials.
- **UFB-1 Property Tax Breakdown**  
This section breaks down the tax rate and levy by each taxing entity, and the amount that the average residential taxpayer pays toward each. A comparison of the municipal purposes tax rate and levy, along with the residential taxpayer impact thereof, between the prior and current budget years is calculated and displayed. The tax collection rate, actual tax collections, and the total amount in delinquent taxes are also shown.
- **UFB-2 Anticipated Revenue Summary - All Operating Funds**  
This summary sheet provides total revenues in general categories linked to a Flexible Chart of Accounts (FCOA) code, along with a comparison from the prior to current budget years. Revenue is reported for the General Budget, Open Space Budget and from each Utility Fund in several categories.
- **UFB-3 Appropriations Summary & Budgeted Positions - All Operating Funds**  
Appropriations are grouped into categories (linked to an FCOA code) for the general budget, public & private offsets, open space budget and each utility fund, along with a comparison of expenditures from the prior to current budget years. All full and part-time budgeted personnel positions (current year) are allocated within each category as applicable. For purposes of the user-friendly budget, part-time personnel are those working less than 32 hours per week.



- **UFB-4 Structural Imbalances**  
Relocated from Sheet 3b(2) of the annual municipal budget, structural budget imbalances are divided into four categories: Revenues at Risk, Non-Recurring Current Appropriation Reductions, Future Year Appropriation Increases and Structural Balance Offsets.
  - **UFB-5 Assessed Property Valuations; Exempt Properties and Property Tax Appeal Data**  
Included for the prior year are information on taxable and tax-exempt properties, property tax appeals, and properties subject to the Five-Year Exemption and Abatement Law (N.J.S.A. 40A:21-1 et seq.).
  - **UFB-6 Long Term Tax Exemptions/Abatements**  
Each municipality is required to display prior year information on properties subject to the Long-Term Exemption Law (N.J.S.A. 40A:20-1 et seq.).
  - **UFB-7 Budgeted Personnel Costs**  
For the current year, this section displays the following for police, fire, supervisory staff, governing body members and all other union and non-union employees:
    - Base pay
    - Estimated pension costs
    - Health benefit costs (net of employee contribution)
    - Overtime and other compensation
    - Employment taxes and other benefits.
- The number of full and part-time employees in each of the aforementioned groups must be listed, along with whether the municipality is subject to Title 11A (Civil Service).
- **UFB-8 Health Benefits**  
This section details current year health benefit costs for active employees, elected officials and retirees, along with the extent of employee cost sharing contributions.
  - **UFB-9 Accumulated Absence Liability**  
This section, relocated from Sheet 3b(3) of the annual municipal budget, lists the gross number of days of accumulated absence, dollar value thereof, legal basis for the absence and the amount available to fund the liability.
  - **UFB-10 Outstanding Debt; Per Capita and Budget Impact**  
This section requires municipalities to set forth their gross and net debt for current and future budget years. Debt is broken down into municipal purposes, utility fund and school debt. Outstanding principal and interest for bonds, notes and loans are displayed, along with guarantees, leases and other debt. Per capita gross and net debt (current year) is calculated on the sheet, as is net debt as a percentage of the municipality's 3-year average property valuation.
  - **UFB-11 Shared Services**  
The following must be listed:
    - Each shared service the municipality provides or receives
    - The other entity providing/receiving the service
    - Beginning and end date of the agreement, if any
    - Amount paid or received for the service.

Joint meetings of which the municipality is a part must also be listed.

- **UFB-12 List of Authorities & Fire Districts Serving Municipality**  
This section lists each authority and fire district that provides services on behalf of the municipality.
- **UFB-13 Notes**  
This sheet permits explanatory notes to be typed in.

### Submitting the User-Friendly Budget Form to DLGS

The introduced and adopted User-Friendly Budget forms must be submitted to the Division of Local Government Services in both electronic and hard copy formats. Send one (1) hard copy of the form concurrently with the annual municipal budget submitted to the Division (two copies if under State examination, one copy if subject to local examination). Please reference the User-Friendly Budget Instructions with respect to electronic submission.

Once submitted, each municipality's User-Friendly Budget will be made available on the Division's website, accessible via the Information Resources section under Fiscal Reports. Once on the Fiscal Reports webpage, in order to locate a municipality's User-Friendly Budget, follow these steps:

- Select the introduced (approved) or adopted version of the User-Friendly Budget from the "Select the Type of Report" dropdown menu
- Select the year from the "Select the Report Year" dropdown menu
- Select the municipality from the "Select the Local Government" dropdown menu.

### Making the User-Friendly Budget Available to the Public

When making the introduced (approved) budget available to the public for the public hearing, the municipality must provide the completed User-Friendly Budget form along with the annual municipal budget. The user-friendly budget form for either the introduced or adopted budgets may be made available as a separate form, or be included with the annual budget but placed on top.

**Note:** Calendar Year municipalities are not obligated to present a User-Friendly Budget Form at the public hearing for adoption of their 2015 budgets. The Division nonetheless encourages all CY municipalities whose 2015 introduced (approved) budgets await a public hearing to prepare and make publicly available a User-Friendly Budget form for the introduced budget. Doing so will promote maximum public engagement in the budget process.

Introduced and adopted municipal budgets posted on a municipality's website must include the user-friendly budget. The user-friendly budget form can either be scanned along with the annual budget in a single pdf, with the user-friendly form pages placed in the beginning, or posted separately as an Excel document in addition to the scanned pdf annual budget.

Pursuant to N.J.S.A. 40A:4-10, municipalities without their own websites must have their adopted budgets for the current year and three prior years posted on the Division's website. If your municipality does not have a website, please scan the user-friendly budget form together with your adopted annual municipal budget as a single pdf and email it to [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading "Adopted Budget DLGS Website Posting". The adopted budget will be displayed on the Adopted Budgets – Municipalities without Websites webpage.

### Communications Regarding the User-Friendly Budget Form

Communications regarding the User-Friendly Budget Form should be directed as follows:

Technology Issues – Email [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading "UFB Technology Issue" or call the number referenced in the Instructions.

Content Issues – Email [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading "UFB Content Issue" or call the number referenced in the Instructions.

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Approved: Timothy J. Cunningham, Director

### Table of Web Links

Document	Internet Address
Municipal User-Friendly Budget Form	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/mc_bud_docs/Municipal%20User-Friendly%20Budget%20Form%20-%20Final.xlsm">http://www.state.nj.us/dca/divisions/dlgs/programs/mc_bud_docs/Municipal%20User-Friendly%20Budget%20Form%20-%20Final.xlsm</a>
Municipal User-Friendly Budget Instructions	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/mc_bud_docs/Municipal%20User-Friendly%20Budget%20Instructions.pdf">http://www.state.nj.us/dca/divisions/dlgs/programs/mc_bud_docs/Municipal%20User-Friendly%20Budget%20Instructions.pdf</a>
Municipal User-Friendly Budget Rule – Notice of Adoption	<a href="http://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/R.2015%20d.031%20(47%20NJR%20462(a)).pdf">http://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/R.2015%20d.031%20(47%20NJR%20462(a)).pdf</a>
DLGS Electronic Forms	<a href="http://www.nj.gov/dca/divisions/dlgs/programs/mc_budgets.html#2">http://www.nj.gov/dca/divisions/dlgs/programs/mc_budgets.html#2</a>
DLGS Fiscal Reports Webpage	<a href="http://www.nj.gov/dca/divisions/dlgs/resources/fiscal_rpts.shtml">http://www.nj.gov/dca/divisions/dlgs/resources/fiscal_rpts.shtml</a>
Adopted Budgets – Municipalities without Websites	<a href="http://www.nj.gov/dca/divisions/dlgs/resources/budget_online.html">http://www.nj.gov/dca/divisions/dlgs/resources/budget_online.html</a>



New Jersey Department of Community Affairs  
Division of Local Government Services

## 2015 BUDGET PACKAGE TRANSMITTAL

Submit all budget related material in one package to: New Jersey Department of Community Affairs, Division of Local Government Services, 101 South Broad St., P.O. Box 803, Trenton, New Jersey 08625-0803. Check boxes of items that are included in budget package or previously submitted. Please do not submit more copies than required.

Package must be prepared by Chief Financial Officer or Municipal Clerk

**Budget Document – ensure**

- 2 Copies are included (If Local Exam, 1 copy)
- Signature blocks on Sheet 1 are filled in
- Capital Budget section is included
- Vote properly recorded
- Hearing date properly shown
- Names and license numbers of officials on Sheet A are shown
- Budget Message is complete – Include 2010 and 1977 cap calculations, split cap functions, summary of group health insurance appropriation and analysis of nonrecurring revenues, appropriations and budget savings from furloughs or other actions.
- 2014 Annual Financial Statement and 2013 audit have been previously filed

**Special Items of Revenues, as appropriate must include:**

- Special Item Documentation Checklist
- 1 set of documentation as required from checklist

**Budget CAP Certification** (if required or appropriate)

- Assessor's certification for new construction
- COLA Ordinance – introduced and adopted
- Sale of Assets (Local Finance Board approval required)
- CAP Referendum
- Shared Service Agreements – Copy of Shared Service Agreement, if new item of appropriation.
- Levy cap workbook has been submitted to [lfb@dca.nj.gov](mailto:lfb@dca.nj.gov)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

New Jersey Department of Community Affairs  
Division of Local Government Services

## 2015 BUDGET PACKAGE TRANSMITTAL

Submit all budget related material in one package to: New Jersey Department of Community Affairs, Division of Local Government Services, 101 South Broad St., P.O. Box 803, Trenton, New Jersey 08625-0803. Check boxes of items that are included in budget package or previously submitted. Please do not submit more copies than required.

Package must be prepared by the Chief Financial Officer or Municipal Clerk

**Budget Document – ensure**

- 2 Copies are included
- Signature blocks on Sheet 1 are filled in
- Capital Budget section is included
- Vote properly recorded
- Hearing date properly shown
- Names and license numbers of officials on Sheet A are shown
- Budget Message is complete – include 2010 and 1977 cap calculations, split cap functions, summary of group health insurance appropriation and structural imbalance spreadsheet
- 2014 Annual Financial Statement and 2013 audit and corrective action plan have been previously filed

**Special Items of Revenues, as appropriate must include:**

- Special Item Documentation Checklist
- 1 set of documentation as required from checklist

**Budget CAP Certification (if required or appropriate)**

- Assessor's certification for new construction
- COLA Ordinance – introduced and adopted
- Sale of Assets (Local Finance Board approval required)
- CAP Referendum
- Interlocal Service Agreements – Copy of Interlocal Service Agreement, if new item of appropriation.
- Levy cap workbook has been submitted to [lfb@dca.state.nj.us](mailto:lfb@dca.state.nj.us)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
 DIVISION OF LOCAL GOVERNMENT SERVICES  
**CHECKLIST FOR INCLUSION OF SPECIAL ITEMS OF REVENUES  
 IN MUNICIPAL BUDGETS**

Check the boxes indicating the type(s) of Special Item(s) of revenue to be included in your municipal budget. Below each special item is a list of information required by the Division for approval of the Special Item(s) of Revenue. Submission of all supporting documentation is required with the budget. Special Item of revenue resolutions are not required.

Use this checklist in the preparation of your budget. This sheet must be signed by the Chief Financial Officer and submitted to the Division with the supporting documentation.

**Special Item of revenue & Required Supporting Documentation**

Name of Municipality: \_\_\_\_\_ County: \_\_\_\_\_

- Non-Cash Surplus:**
- Certified Analysis of Non-Cash Surplus
  
- Increase in Fees & Rates: Current Fund & Utilities:**  
 Examples: Uniform Construction Code Fees, Recreation Fees, Alcoholic Beverage License Fees, Local Fire Inspection Fees, Water Rates, Sewer Rates and Solid Waste Rates
- Certified Adopted Old Fee/Rate Ordinance
- Certified Adopted New Fee/Rate Ordinance
- Certified Calculation by Chief Financial Officer Supporting Fee Requested
  
- Host Community Fees:**
- Executed Contract
- Certified Calculation by Chief Financial Officer Supporting Fee Requested
  
- Cable TV Franchise Fees:**
- Copy of Check or Certification of Chief Financial Officer as to Receipt and Day of Deposit
  
- Grants: Federal, State and County**  
 Examples: Federal Emergency Management Grant, Clean Community Grant, DEPE Matching Fund Grant, Highway Safety Grant, Public Health Priority Grant, Municipal Alliance Grant
- Executed Agreement or Notice of Grant Obligation

- Sale of Municipal Property/Asset:**
- Sale in Current Year: Executed Agreement
- Certification of Chief Financial Officer Property/  
 Asset sold is unencumbered and not pledged  
 To any outstanding debt pursuant to N.J.S.A. 40A:12-17
  
- Payment in Lieu of Taxes (PILOTS):**
- If Additional or new from prior years cash realization, require executed agreement & calculation certified by Chief Financial Officer.
  
- Interfunds:**
- If cash amount stated at year end is insufficient to liquidate interfund, show proof of cash available to liquidate interfund.

**Certification of Chief Financial Officer:**

I hereby certify that I have reviewed this checklist and have submitted the documentation required for approval by the Division.

\_\_\_\_\_  
*Signature, Chief Financial Officer* *License#*

\_\_\_\_\_  
*Printed Name, Chief Financial Officer*

\_\_\_\_\_  
*Date*

# COMPUTATION OF APPROPRIATION: RESERVE FOR UNCOLLECTED TAXES AND AMOUNT TO BE RAISED BY TAXATION IN SFY 2015 MUNICIPAL BUDGET

		YEAR SFY 2015	YEAR SFY 2014	
1. Total General Appropriations for SFY 2015 Municipal Budget Statement Item 8 (L) (Exclusive of Reserve for Uncollected Tax) 80015-			XXXXXXXX	XX
2. Local District School Tax - Actual 80016-				
Estimate** 80017-			XXXXXXXX	XX
3. Regional School District Tax - Actual 80025-				
Estimate* 80026-			XXXXXXXX	XX
4. Regional High School Tax - Actual 80018-				
School Budget Estimate* 80019-			XXXXXXXX	XX
5. County Tax Actual 80020-				
Estimate* 80021-			XXXXXXXX	XX
6. Special District Taxes Actual 80022-				
Estimate* 80023-			XXXXXXXX	XX
7. Municipal Open Space Tax Actual 80027-				
Estimate* 80028-			XXXXXXXX	XX
8. Total General Appropriations & Other Taxes 80024-01				
9. Less: Total Anticipated Revenues from SFY 2015 in Municipal Budget (Item 5) 80024-02				
10. Cash Required from SFY 2015 Taxes to Support Local Municipal Budget and Other Taxes 80024-03				
11. Amount of item 10 Divided by [820034-04] Equals Amount to be Raised by Taxation (Percentage used must not exceed the applicable percentage shown by Item 13, Sheet 22) 80024-05				
<u>Analysis of Item 11:</u>				
Local District School Tax (Amount Shown on Line 2 Above)				
Regional School District Tax (Amount Shown on Line 3 Above)				
Regional High School Tax (Amount Shown on Line 4 Above)				
County Tax (Amount Shown on Line 5 Above)				
Special District Tax (Amount Shown on Line 6 Above)				
Municipal Open Space Tax (Amount Shown on Line 7 Above)				
Tax in Local Municipal Budget				
Total Amount (see Line 11)				
12. Appropriation: Reserve for Uncollected Taxes (Budget Statement, Item 8 (M) (Item 11, Less Item 10) 80024-06				
<u>Computation of "Tax in Local Municipal Budget"</u>				
Item 1 - Total General Appropriations				
Item 12 - Appropriation: Reserve for Uncollected Taxes				
Sub-Total				
Less: Item 9 - Total Anticipated Revenues				
Amount to be Raised by Taxation in Municipal Budget 80024-07				

\* Must not be stated in an amount less than "actual" Tax of year SFY 2014.

\*\* May not be stated in an amount less than proposed budget submitted by the Local Board of Education to the Commissioner of Education on January 15, 2014 (Chap. 136, P.L. 1978). Consideration must be given to calendar year calculation.

Note:  
The amount of anticipated revenues (Item 9) may never exceed the total of Items 1 and 12.



# ACCELERATED TAX SALE - CHAPTER 99

## Calculation To Utilize Proceeds In Current Budget As Deduction To Reserve For Uncollected Taxes Appropriation

**Note:** This sheet should be completed only if you are conducting an accelerated tax sale for the first time in the current year.

A. Reserve for Uncollected Taxes (sheet 25, Item 12) \$ \_\_\_\_\_

B. Reserve for Uncollected Taxes Exclusion  
     Outstanding Balance of Delinquent Taxes  
     (sheet 26, Item 14A) x % of \_\_\_\_\_  
     Collection (Item 16)

C. TIMES: % of increase of Amount to be  
     Raised by Taxes over Prior Year \_\_\_\_\_ %  
     [(2015 Estimated Total Levy - 2014 Total Levy)/2014 Total Levy]

D. Reserve for Uncollected Taxes Exclusion Amount \$ \_\_\_\_\_  
     [(B x C) + B]

E. Net Reserve for Uncollected Taxes  
     Appropriation in Current Budget \$ \_\_\_\_\_  
     (A - D)

**2015 Reserve for Uncollected Taxes Appropriation Calculation (Actual)**

1. Subtotal General Appropriations (item 8(L) budget sheet 29) \$ \_\_\_\_\_

2. Taxes not Included in the budget (AFS 25, items 2 thru 7) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

3. Less: Anticipated Revenues (item 5, budget sheet 11) \$ \_\_\_\_\_

4. Cash Required \$ \_\_\_\_\_

5. Total Required at \_\_\_\_\_ % (items 4+6) \$ \_\_\_\_\_

6. Reserve for Uncollected Taxes (item E above) \$ \_\_\_\_\_ Sheet 25a