

Notice Number

Date

LOCAL FINANCE NOTICE

DONALD T. DiFRANCESCO
ACTING GOVERNOR

JANE M. KENNY
COMMISSIONER

ANTHONY CANGRO
ACTING DIRECTOR

Budget Preparation Practice Survey

As part of the Division's Financial Management Improvement Program (FMIP), we are conducting a survey of local unit budget preparation practices. We are requesting that you take a few minutes to assist us in this effort and complete the survey on the other side of this Notice. All responses will remain **anonymous**. Your response is of great value to the project.

Please take a few minutes to complete the survey and return it to us by mail or fax before December 21, 2001, to:

Financial Management Improvement Program
Division of Local Government Services
PO Box 803
Trenton, NJ 08625-0803
Fax: 609-633-6243

Thank you for your anticipated cooperation in this effort.



I _____ IS

Distribution: Municipal and County Chief Financial Officers
Authorities and Fire Districts

Local Unit Budget Preparation Practice Survey

Please check box or fill in the appropriate answer for each question:

1. This local unit is a:

- Municipality
 - County
 - Environmental Authority
 - Improvement Authority
 - Parking Authority
 - Housing Authority
 - Other Authority/Commission (fill in type)
-
- Fire District

2. The total final annual budget appropriations of the local unit is:

- \$0 to \$999,999
- \$1,000,000 to \$9,999,999
- \$10,000,000 to \$24,999,999
- \$25,000,000 to \$49,999,999
- \$50,000,000 to \$99,999,999
- Over \$100,000,000

3. How is the support/backup data for your annual budget gathered and analyzed?

- Manual spreadsheets
- Finance system - budget module
- Lotus/Excel spreadsheet
- External budget software package

4. If you use computer software to gather and analyze budget data, what is the vendor/software name?

(This is **not** referring to authority spreadsheets used to submit a budget to the Division, or in the case of housing authorities, HUD software). If available, attach a brief description of the vendor software (i.e. brochure, advertisement, user literature, etc.).

Vendor name _____

Software name _____

5. Who is responsible for gathering and analyzing the budget data?

- Auditor
- CFO/Finance Director/Comptroller/Treasurer
- Budget Officer
- Chief Administrative Officer
- Staff Accountant
- Other: _____

6. Who is responsible for transferring the budget data to the State budget form?

- Auditor
- CFO/Finance Director/Comptroller/Treasurer
- Budget Officer
- Chief Administrative Officer
- Staff Accountant
- Other: _____

7. In its internal evaluation of the budget, what form does the governing body use?

- Budget spreadsheets
- Computer reports
- The official State budget form
- Other: _____

Thank you for your cooperation!

Please return this form by December 21, 2001 to the Financial Management Improvement Program at the Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803. Fax: 609-633-6243