

New Jersey Department of Community Affairs
Division of Local Government Services

AUTH 2003-2

8/15/2003

Notice Number

Date

LOCAL FINANCE NOTICE

JAMES E. MCGREEVEY
GOVERNOR

SUSAN BASS LEVIN
COMMISSIONER

MATTHEW U. WATKINS
DIRECTOR

2004 Housing Authority Budget Document

Enclosed are two sets of the 2004 Housing Authority Budget, Capital Budget, Supplemental Schedule forms and Budget Instructions. These forms can also be downloaded at www.state.nj.us/dca/lgs/authreg/authmenu.htm. The budget forms should allow for an efficient and expeditious budget process. They have been designed around the operations of the Authority and statutory compliance with current rules, regulations and statutes.

A detailed review of the forms should be made prior to attempting to complete the Annual Budget, Capital Budget, and Supplemental Schedules. It is recommended that the Supplemental Schedules be completed first, then transfer the data to the Annual Budget and Capital Budget. A 2004 Housing Authority Budget Package Transmittal check list is enclosed for your use to ensure that the proper documentation is submitted to the Division.

If Internet access is not available, the Housing Authority may request a computer disc to assist in the preparation of its 2004 Budget. To obtain a disc, please call the Bureau of Authority Regulation at the phone number listed below.

The budget submission date is established pursuant to N.J.A.C. 5:31-2.3 and requires that each Housing Authority transmit two certified copies of the annual budget to the Director of the Division of Local Government Services at least 60 days prior to the end of the current fiscal year. Also, two certified copies of the entire adopted budget, including pages 7 and 8, must be submitted to the Division within five days of the adoption.

Finally, I would again like to encourage authority to make the 2004 budget the most timely, accurate and meaningful budget it has prepared. The Bureau of Authority Regulation is available to assist you and may be reached at (609) 984-0132 or by e-mail at dlgs@dca.state.nj.us.



Matthew U. Watkins, Director
Division of Local Government Services

Enclosure

Director's Office
(609) 292-6613

Local Government
Research
(609) 292-6110

Financial Regulation
and Assistance
(609) 292-4806

Local Finance
Board
(609) 292-0479

Local Management
Services
(609) 292-7842

Authority Regulation
(609) 984-0132

Fax
(609) 984-7388

101 South Broad Street

P.O. Box 803
www.ni.gov/dca/las

Trenton, New Jersey 08625-0803