

**LFN 2013-22**

**September 17, 2013**

# Local Finance Notice

Chris Christie  
 Governor

Kim Guadagno  
 Lt. Governor

Richard E. Constable, III  
 Commissioner

Thomas H. Neff  
 Director

## 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

V. 609.984.0132

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.state.nj.us](mailto:dlgs@dca.state.nj.us)

## 2014 Authority Budget Submission

Local authority budget documents are now available on the [Division of Local Government Services' Authorities webpage](#). Users can view and download the following items:

- Budget Form Excel Workbook (including Supplemental Schedules)
- Budget Package (certifications, resolutions, instructions, and transmittal check list)

The website has separate documents for housing authorities and all "other" authorities. A separate Local Finance Notice for Fire Districts and their documents has been released.

The Budget Package (an Excel and a Word document) includes all related forms and numbered pages that make up the budget document. You are required to submit your budget on these forms provided to you by the Division. The Excel worksheet has each budget page on a separate tab located across the bottom of the Excel workbook. To select, click on the appropriate tab. Please be sure to download both files.

**The Division requires all authorities to be enrolled in GovConnect. 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.**

**Effective February 1, 2013, PL 2011 c. 167 (NJSA 40A:5A-17.1) requires all Authorities to maintain an Internet webpage or a webpage on your municipality's (or county's) website. Please review the statute to determine that all required content is displayed on your webpage.**

## Internet Web Site Information and Certification

All Authorities shall maintain either an Internet website or a webpage on the municipality's (or County's) Internet website. The purpose of the website or webpage shall be to provide increased public access to the Authority's operations and activities.

## Distribution

Local Authorities

NJSA 40A:5A:17.1 requires the following items as the minimum requirement for public disclosure.

A description of the Authority's mission and responsibilities

Commencing with 2013, the budgets of at least three consecutive fiscal years

The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information

Commencing with Calendar Year Ending 2012, the annual audits of at least three consecutive fiscal years

The Authority's rules, regulations, and official policy statements deemed relevant by the governing body to the interests of the residents within the service area

Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the governing body, setting forth the time, date, location and agenda of each meeting

Beginning January 1, 2013, the approved minutes of each meeting of the governing body including all resolutions of the board and their committees; for at least three consecutive fiscal years

The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority

A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority

The Chairman of the Board will certify on the Budget Form that the web site or web page as identified above complies with the minimum statutory requirements of NJSA 40A:5A-17.1 as listed above.

### **Budget Information**

Standardized budget forms provide an efficient and successful budget process. The presentation ensures that the ensuing year's proposed operations are fully disclosed. It is imperative that each authority file a separate fiscal year budget for each type of operation provided by the authority, pursuant to NJAC 5:31-2.1(j).

First time preparers should make a detailed review of the forms before attempting to complete them. It is recommended the Supplemental Schedules be completed first before transferring data to the appropriate cross-indexed information in the Annual Budget and Capital Budgets.

The budget submission date is established pursuant to statute and has been codified in NJAC 5:31-2.3 requiring each authority to transmit two certified copies of the introduced annual budget to the Director of the Division of Local Government Services at least sixty (60) days prior to the end of the current fiscal year.

No authority budget shall be finally adopted until the Director approves same. The budget shall be adopted not later than the beginning of the authority's fiscal year. Two certified copies of the budget as adopted, including pages 7 and 8, must be transmitted to the Director within three days after

adoption.

If you have difficulties in downloading the material from the Division's website, contact the Division at 609-943-4724. If you need assistance completing the forms, 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](mailto:dlgs@dca.state.nj.us).

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Approved: Thomas H. Neff, Director