

# Municipality Budget User Manual: Portal

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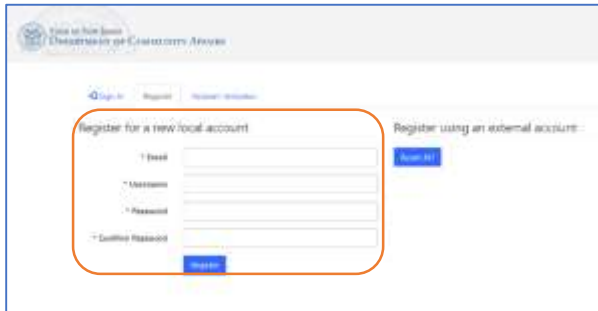
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## Register for Portal Access

Before you can access the portal, you must first register for access. You only need to do this one time.

1. Navigate to <https://njdca-dev.dynamics365portals.us/Account/Login/Register>

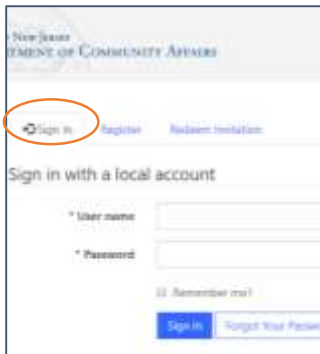
A screenshot of the registration page for a new local account. The page is titled "New Jersey DEPARTMENT OF COMMUNITY AFFAIRS". At the top, there are links for "Sign In", "Register", and "Reclaim Invitation". The main content area is divided into two sections: "Register for a new local account" and "Register using an external account:". The "Register for a new local account" section is highlighted with an orange border and contains four input fields: "Email", "Username", "Password", and "Confirm Password". A blue "Register" button is located at the bottom of this section. The "Register using an external account:" section has a blue "Account" button.

2. Use your email as both Email and Username
3. Type a password
4. Click Register

## Access Portal & How to Log In

Once you have registered for portal access, you can now get into the portal.

1. Navigate to <https://njdca-dev.dynamics365portals.us>
2. Click the **Sign In** button

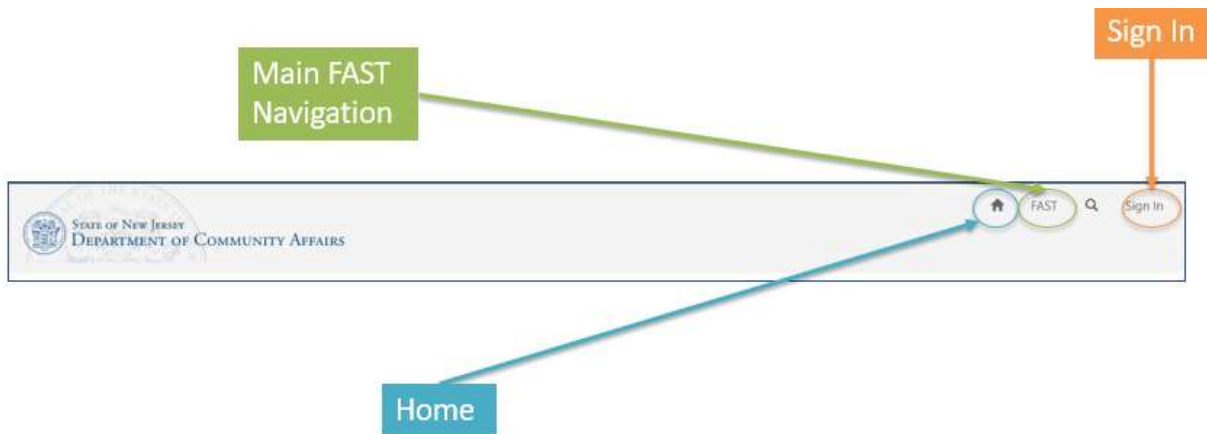
A screenshot of the login page for a local account. The page is titled "New Jersey DEPARTMENT OF COMMUNITY AFFAIRS". At the top, there are links for "Sign In", "Register", and "Reclaim Invitation". The "Sign In" link is circled in orange. Below the links, there is a section titled "Sign in with a local account" which contains three input fields: "User name", "Password", and "Remember me?". A blue "Sign In" button and a "Forgot Your Password" link are located at the bottom of the form.

3. Enter your user name and password
4. Click **Sign In**

## Navigation

### Main Navigation: Header

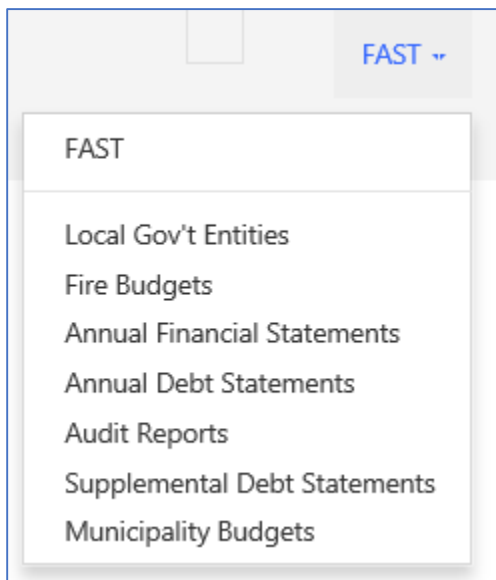
Let's first look at and understand how to navigate the header of the DCA Portal.



- **Home:** The Home icon will always take you back to the main page for the DCA.
- **FAST:** This is where you will access and build documents for a specific Local Government Entity.
- **Sign In:** If you come to this page and haven't signed in yet, simply click Sign In and enter your user name and password.

### FAST Navigation

Click on **FAST** at the top toolbar



From here, you can select which area you would like to work in: Municipality Budget, Local Gov't Entities, Fire Budgets, Annual Financial Statements, Supplemental Debt Statements or Annual Debt Statements (note: more options will be added as this project progresses).

Selecting any option will show you records that you have access to give.

### Select Local Government Entity

From the FAST page of the Portal, you can select a specific Local Government Entity (LGE). You will see a list of LGEs that you have access to. From the list, you can either (1) click the Local Government Entity

name in blue text OR (2) click the arrow on the right-hand side of the LGE row and select what you would like to view on that LGE.

### Click LGE Name in Blue Text

1. Click LGE Name in blue text



Local Government Entity ↑	Phone	City ↑
Aberdeen port WP		
Aberdeen Township Fire District No. 1		
Bordertown Township Fire District #1	609-288-0013	Yerkesville
Voorhees Fire District	(856) 783-6630	Voorhees

2. This displays data about the Local Government Entity information. Data here includes:
  - a. Name
  - b. Phone Number
  - c. Email
  - d. Website
  - e. Address
  - f. People
  - g. Annual Financial Statements
  - h. Fire Budgets
  - i. Annual Debt Statements
  - j. Supplemental Debt Statements
  - k. Municipality Budgets

### Using Arrows to Navigate LGE

1. From the FAST page of the Portal, click on the arrow to the right of the LGE row you would like to access



Local Government Entity ↑	Phone	City ↑
Aberdeen port WP		
Aberdeen Township Fire District No. 1		
Bordertown Township Fire District #1	609-288-0013	Yerkesville
Voorhees Fire District	(856) 783-6630	Voorhees

2. Once you click the arrow, you will see all available options (note: more statements will be available within the next several months)

Financial Automation Submission and Tracking

Local Government Entities

Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City ↑	County
Aberdeen Township	Municipal	1330	Township	732-563-4200	Aberdeen	Monmouth
Aberdeen Township FD No. 1	Fire	1330-01		732-566-3704	Aberdeen	Monmouth
Aberdeen Township FD No. 2	Fire	1330-02		732-566-8920	Cliffwood	Monmouth
Abercon City	Municipal	0101	City	609-641-0663	Abercon	Atlantic
Alexandria Township	Municipal	1001	Township	808-996-7071	McFord	Highland
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren
Allendale Borough	Municipal	0201	Borough	201-818-4800	Allendale	Bergen

3. Select either **Municipality Budgets** or **View LGE Details** to view what you would like to see

### View/Edit Existing Municipality Budget

After you have opened an existing LGE, you can view the Municipality Budget details. Simply click on **Municipality Budget** after clicking on the arrow next to the LGE:

Financial Automation Submission and Tracking

Local Government Entities

Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City ↑	County
Aberdeen Township	Municipal	1330	Township	732-563-4200	Aberdeen	Monmouth
Aberdeen Township FD No. 1	Fire	1330-01		732-566-3704	Aberdeen	Monmouth
Aberdeen Township FD No. 2	Fire	1330-02		732-566-8920	Cliffwood	Monmouth
Abercon City	Municipal	0101	City	609-641-0663	Abercon	Atlantic
Alexandria Township	Municipal	1001	Township	808-996-7071	McFord	Highland
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren
Allendale Borough	Municipal	0201	Borough	201-818-4800	Allendale	Bergen

If a LGE has Municipality Budgets, they will all be listed here. Click on the Municipality Budget Name (in blue text) which takes you to the General Section. Access additional sections using the navigation along the left-hand side:

ne > FAST > Municipality Budgets > **FAST Muni Budget General**

General

Data Entry Sheet

Tax Rates

Explanatory Statement: Current Fund (Sheet 3)

Explanatory Statement: Appropriations Expended and Cancelled (Sheet 3a)

Explanatory Statement: Appropriation CAP Calc (Sheet 3b)

Explanatory Statement: Levy CAP Calc (Sheet 3c)

Explanatory Statement: Split Function Appropriations & health Insurance Recap (Sheet 3d)

Current Fund: Anticipated Revenues (Sheet 4.10a)

## Financial Automation Submission and Tracking

# General

**Muni Budget Name \***

Brick Township 2017 Municipal Budget

Save

To add a new municipality budget from this screen, simply click the **Create New Municipal Budget** button on the right-hand side.

Muni Budget Name ↓	Created On	
Portal Test	11/23/2017 11:48 AM	⌵
BTG Test	11/7/2017 12:57 PM	⌵
Brick Township 2017 Municipal Budget	11/22/2017 11:14 AM	⌵
Aberdeen 2017	11/20/2017 2:05 PM	⌵

Create new Municipal Budget

Click the arrow to the right of the Muni Budget Name to select a specific section of the Muni Budget. This will take you to the desired area of the Muni Budget directly.

Muni Budget Name ↓	Created On
Portal test	11/21/2017 11:48 AM
BTG Test	11/7/2017 12:57 PM
Brick Township 2017 Municipal Budget	11/22/2017 11:14 AM
Aberdeen 2017	

Budget Certifications
Data Entry Sheet
Tax Rates
Explanatory Statement: Current Fund (Sheet 3)
Explanatory Statement: Appropriations Expended and Cancelled (Sheet 3a)
Explanatory Statement: Appropriation CAP Calc (Sheet 3b)
Explanatory Statement: Levy CAP Calc (Sheet 3c)
Explanatory Statement: Split Function & Health Insurance Recap (Sheet 3d)
Current Fund: Anticipated Revenues (Sheets 4-10a)
Current Fund: Summary of Anticipated Revenues (Sheet 11)
Current Fund: Appropriations Within CAPS
Current Fund: Appropriations Excluded from CAPS
Current Fund: Summary of Appropriations (Sheet 30)
Dedicated Assessment Budget (Sheet 37)
Appendix to Budget Statement (Sheet 39)
Capital Budget and Capital Improvement Program (Sheet 39)
Open Space, Recreation, Farmland & Historic Preservation Trust Funds (Sheet 40)
Annual List of Change Orders Approved (Sheet 44)
Reserve for Uncollected Taxes: Option 1
Reserve for Uncollected Taxes: Option 2
Summary Information

## Working with the Municipality Budget

At the end of each section, click the **Save** button at the bottom of the screen to save all data. When data is saved on the Muni Budget, it will kick off many behind the scenes workflows and processing to updated many of the read-only fields you will find throughout the portal.

### Field Types

You will find 3 types of fields on a Muni Budget:

1. Editable Fields
2. Read-Only Fields
3. Subsidiary Ledgers

### Editable Fields

Fields you can edit and add data to will be displayed with an open, white box:



**Estimated CY**

**County Tax - Amt**

**County Library - Amt**

**County Health - Amt**

**County Open Space - Amt**

Enter or update data in this fields, and then click **Save** at the bottom.

*Look-Up Fields*

Lookup fields in the portal are displayed like this:

Aberdeen Township

Click the X button to remove data currently in the field. Use the magnifying glass icon to look up a record for this field.

*Read-Only Fields*

There are many read-only fields in many sections of the Muni Budget. These fields will not have white boxes and you cannot click in the field. These fields are automatically calculated for you, based on data you add in the editable fields.

Total - FCOA 08-001: Anticipated CY 2,101,457.41	Total - FCOA 08-001: Anticipated PY 2,125,000.00	Total - FCOA 08-001: Realized In Cash in PY 2,490,894.37
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*Subsidiary Ledgers*

The Subsidiary Ledger is a section on the Muni Budget that references data from different areas. Here is an example of a Subsidiary Ledger on the Muni Budget:

Local Revenues [Add](#)

Muni Budget Revenue Line Item ↑	FCOA	Anticipated CY	Anticipated PY	Realized in Cash PY	
Beach Privileges	08-107	315,000.00	375,000.00	414,389.00	▼
Fees and Permits	08-105	401,457.41	325,000.00	482,425.11	▼
Fines and Costs: Municipal Court	08-110	600,000.00	750,000.00	700,600.01	▼
Interest on Costs and Taxes	08-112	550,000.00	495,000.00	637,005.48	▼

### Adding Data to a Subsidiary Ledger

To add a new line of data to a Subsidiary Ledger, simply click the blue **Add** button on the right-hand side.

Local Revenues [Add](#)

Muni Budget Revenue Line Item ↑	FCOA	Anticipated CY	Anticipated PY	Realized in Cash PY	
Beach Privileges	08-107	315,000.00	375,000.00	414,389.00	▼
Fees and Permits	08-105	401,457.41	325,000.00	482,425.11	▼

After clicking **Add**, a pop-up window will open where you can enter details. Here is a sample pop-up window for a subsidiary ledger (these will all be unique based on which subsidiary ledger you are adding to):

Group  Section

Muni Budget Revenue Line Item \*  FCOA

Anticipated CY  Anticipated PY  Realized in Cash PY

[Save](#)

Once you had completed adding details, click the blue **Save** button at the bottom.

### In-Depth Look at the Muni Budget Sections

Let's take an in-depth look at each section of the Muni Budget. You can navigate through different areas of the Muni Budget using the left-hand navigation areas.

General
Data Entry Sheet
Tax Rates
Explanatory Statement: Current Fund (Sheet 3)
Explanatory Statement: Appropriations Expended and Cancelled (Sheet 3a)
Explanatory Statement: Appropriation CAP Calc (Sheet 3b)
Explanatory Statement: Levy CAP Calc (Sheet 3c)
Explanatory Statement: Split Function Appropriations & health Insurance Recap (Sheet 3d)

## General

The General section has the name of the Muni Budget, a required field (as signified by the red asterisk \*).

Financial Automation Submission and Tracking

### General

**Muni Budget Name \***

Brick Township 2017 Municipal Budget

[Save](#)

## Data Entry Sheet

This section is exactly as it sounds – a data entry point for you! All fields are editable. Once you have completed entering all data here, make sure to click **Save** at the bottom. The values in this fields will run many automatic calculations to populate values throughout the other sections of the Muni Budget.

Financial Automation Submission and Tracking

## Data Entry Sheet

<b>Municipality *</b> Brick Township	<b>Preparer Name *</b> Maureen Laffey-Berg
<b>CFY or SFY Date *</b> 1/1/2017	<b>CFO Name *</b> Maureen Laffey-Berg
<b>3rd Previous Budget Year (CY-3) *</b> 2014	<b>2nd Previous Budget Year (CY-2) *</b> 2015
<b>Previous Budget Year (CY-1) *</b> 2016	<b>Current Budget Year (CY) *</b> 2017
<b>Last day of Previous Budget Year *</b> 12/31/2016	<b>Last day of Current Budget Year *</b> 12/31/2017
<b>1st Subsequent Budget Year (CY+1) *</b> 2018	<b>2nd Subsequent Budget Year (CY+2) *</b> 2019
<b>3rd Subsequent Budget Year (CY+3) *</b> 2020	
<b>Sheet 1 Signer</b>	<b>Council, Committee, or Commissioners</b> Council

## Tax Rates

The Tax Rates section has a number of areas with a few editable fields, many read-only calculated fields and several subsidiary ledgers.

### Sections:

- Estimated CY / Actual PY (all County Taxes)
  - o 4 editable fields in each section
  - o 8 read-only, calculated fields in each section
- Additional County Taxes – Estimated & Actual
  - o Subsidiary Ledgers only
- Total County Tax – Estimated & Actual
  - o All read-only, calculated fields
- Estimated / Actual
  - o Detail for School taxes & Open Space Tax
  - o 4 editable fields for each section
  - o 12 read-only, calculated fields
- Additional Muni Taxes – Estimated & Actual
  - o Subsidiary Ledgers
  - o 6 editable fields
  - o 9 read-only, calculated fields
- Total – Estimated & Actual
  - o All read-only, calculated fields

- Net Valuation Taxable – Estimated & Actual
  - o Editable fields
- Tax Rate affect on Average Assessed Home Value
  - o Editable field
- CY/PY Affect on Avg Assessed Home
  - o All read-only, calculated fields

Financial Automation Submission and Tracking

### Tax Rates

**Estimated CY**

County Tax - Amt:  County Tax - Rate:

County Library - Amt:  County Library - Rate:

County Health - Amt:  County Health - Rate:

County Open Space - Amt:  County Open Space - Rate:

Additional County Taxes (Estimated):

Tax Rate Line Item Description	Estimated CY - Amount	Estimated CY - Rate
There are no records to display.		

Total County Tax (Estimated)

Total County Tax - Amt:  Total County Tax - Rate:

**Actual PY**

County Tax - Amt:  County Tax - Rate:  County Tax - Change:

County Library - Amt:  County Library - Rate:  County Library - Change:

County Health - Amt:  County Health - Rate:  County Health - Change:

County Open Space - Amt:  County Open Space - Rate:  County Open Space - Change:

Additional County Taxes (Actual):

Tax Rate Line Item Description	Actual PY - Amount	Actual PY - Rate	Change
There are no records to display.			

Total County Tax (Actual)

Total County Tax - Amt:  Total County Tax - Rate:  Total County Tax - Change:

### Explanatory Statement: Current Fund (Sheet 3)

The Current Fund section is mostly read-only, calculated fields with a few editable fields as well.

Financial Automation Submission and Tracking

### Explanatory Statement: Current Fund (sheet 3)

1. Appropriations within "CAPS"

(a) Municipal Purposes

75,081,438.22

2. Appropriations excluded from "CAPS"

(a) Municipal Purposes

16,925,704.21

(b) Local District School Purposes in Municipal Budget

—

Total General Appropriations excluded from "CAPS"

16,925,704.21

3. Reserve for Uncollected Taxes

Based on Estimated Percent of Tax Collection

8,500,000.0000000000 56.28

Building Aid Allowance for Schools-State Aid - CY

Once you have completed adding data in this section, be sure to click the **Save** at the bottom.

## Explanatory Statement: Appropriations Expended & Cancelled (Sheet 3a)

This section has two areas:

- Appropriations: General Budget
- Expenditures: General Budget

Explanatory Statement: Appropriations Expended and Cancelled (sheet 3a)	
<b>Appropriations: General Budget</b>	<b>Expenditures: General Budget</b>
Adopted Budget	Paid or Charged (Including reserve for uncollected taxes)
104,759,362.27	103,042,877.02
Added by NJS 40A-4-E7	Reserved
190,128.85	1,836,789.28
Emergency Appropriations	Unexpended Balances Cancelled
	2,024.87
<b>Total Appropriations</b>	<b>Total Expenditures &amp; Unexpended Balances Cancelled</b>
104,979,490.92	104,879,490.92
	<b>Overexpenditures</b>
	Overexpenditures*
	—

Save

Each section has editable fields with one read-only, calculated field summing the totals.

## Explanatory Statement: Appropriation CAP Calculation (1977 Cap) (Sheet 3b)

This section contains many editable fields and read-only, calculated fields. It is broken up into several areas:

- Total General Appropriations PY
- Less Exceptions
- CAP
- Allowable Operating Appropriations before Additional Exceptions
- Additional Exceptions
- Totals

## Explanatory Statement: Appropriation CAP Calculation (1977 Cap) (sheet 3b)

### Total General Appropriations PY

#### Total General Appropriations for PY

104,789,362.00

#### CAP Base Adjustment: Fire - Other Expenses

#### CAP Base Adjustment: Fire Protection Official

#### CAP Base Adjustment: Crossing Guards

#### Subtotal

### Less Exceptions

#### Total Other Operations

313,203.00

#### Total Uniform Construction Code (UCC)

#### Total Interlocal Service Agreements

#### Total Additional Appropriations

1,610,369.00

#### Total Public-Private Offset

1,871,945.00

#### Total Capital Improvements

425,000.00

Once you have completed adding data in this section, be sure to click the **Save** at the bottom.

## Explanatory Statement: Levy CAP Calculation (Sheet 3c)

This section contains many editable fields and read-only, calculated fields. It is broken up into five areas:

- Adjusted Tax Levy Prior to Exclusions
- Exclusions
- Adjusted Tax Levy After Exclusions
- Additions
- Totals

## Explanatory Statement: Levy CAP Calculation (sheet 3c)

### Adjusted Tax Levy Prior to Exclusions

#### Prior Year Amount to be Raised by Taxation for Municipal Purposes

70,845,440.00

#### Cap Base Adjustment (+/-)

#### Less: Prior Year Deferred Charges to Future Taxation Unfunded

—

#### Less: Prior Year Deferred Charges - Emergencies

3,645,000.00

#### Less: Prior Year Recycling Tax

96,783.00

#### Less: Changes in Service Provider - Transfer of Service/ Function

#### Net Prior Year Tax Levy for Municipal Purpose Tax for Cap Calculation

67,103,657.00

#### Plus: 2% Cap Increase

1,342,073.00

#### Adjusted Tax Levy

68,445,730.00

#### Plus: Assumption of Service/ Function

#### Adjusted Tax Levy Prior to Exclusions

68,445,730.00

### Exclusions

#### Allowable Shared Service Agreements Increase

Once you have completed adding data in this section, be sure to click the **Save** at the bottom.

## Explanatory Statement: Split Function Appropriations & Health Insurance Recap (Sheet 3d)

This shorter section gives you calculations for the Health Insurance Recap. There are five editable fields and two read-only, calculated fields.



### Explanatory Statement: Split Function Appropriations & Health Insurance Recap (sheet 3d)

#### Split Function Appropriations

##### Health Insurance Recap

Total Health Insurance Cost

---

Less: Employee Contributions

---

Net Costs Appropriated

---

Current Fund Budget Outside CAP

---

Water Utility Fund Budget Appropriation

---

Sewer Utility Fund Budget Appropriation

---

Total Health Insurance Appropriation Recap

---

[Save](#)

### Current Fund: Anticipated Revenues (Sheets 4-10a)

This section consists of subsidiary ledgers and read-only, calculated fields.

#### Current Fund - Anticipated Revenues (sheets 4-10a)

##### Surplus Anticipated

Muni Budget Revenue Line Item	FCOA	Anticipated CY	Anticipated PY
Surplus Anticipated	08-101	10,928,004.40	9,399,995.00
<b>Total - FCOA 08-100: Anticipated CY</b>		<b>Total - FCOA 08-100: Anticipated PY</b>	<b>Total - FCOA 08-100</b>
—		—	—

##### Local Revenues

Muni Budget Revenue Line Item	FCOA	Anticipated CY	Anticipated PY
Beam Privileges	08-127	\$15,000.00	\$75,000.00
Fees and Permits	08-155	401,457.41	325,000.00
Fines and Costs: Municipal Court	08-110	650,000.00	750,000.00
Interest on Costs and Taxes	08-112	350,000.00	495,000.00
<b>Total - FCOA 08-001: Anticipated CY</b>		<b>Total - FCOA 08-001: Anticipated PY</b>	<b>Total - FCOA 08-001</b>
2,101,457.41		2,125,000.00	2,490,000.00

State Aid Without Offsetting Appropriations

It has many areas:

*Surplus Anticipated*

- Subsidiary ledger for Surplus Anticipated detail
- Make sure to specify **Group = 1. Surplus Anticipated** in the Subsidiary Ledger detail

The screenshot shows a web form for the Subsidiary Ledger detail. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Group' dropdown is highlighted in yellow and contains the option '1. Surplus Anticipated'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', 'Anticipated CY', 'Anticipated PY', and 'Realized in Cash PY'. A blue 'Save' button is located at the bottom left of the form.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*Local Revenues*

- Subsidiary ledger
- Make sure to specify **Section = A. Local Revenues** in the Subsidiary ledger detail

The screenshot shows a web form for the Subsidiary Ledger detail. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and contains the option 'Section A: Local Revenues'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', 'Anticipated CY', 'Anticipated PY', and 'Realized in Cash PY'. A blue 'Save' button is located at the bottom left of the form.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*State Aid Without Offsetting Appropriations*

- Subsidiary ledger

- Make sure to specify **Section = B. State Aid Without Offsetting Appropriations** in the Subsidiary ledger detail

The screenshot shows a web form for a Subsidiary Ledger. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and shows the selected option 'Section B: State Aid Without...'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', and 'Anticipated CY'. Below these are three more input fields: 'Anticipated PY' and 'Realized in Cash PY'. At the bottom left, there is a blue 'Save' button.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*Dedicated Uniform Construction Code Fees Offset with Appropriations*

- Subsidiary ledger
- Make sure to specify **Section = C. Dedicated Uniform Construction Code Fees Offset with Appropriations** in the Subsidiary ledger detail

The screenshot shows a web form for a Subsidiary Ledger. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and shows the selected option 'Section C: Dedicated Unifo...'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', and 'Anticipated CY'. Below these are three more input fields: 'Anticipated PY' and 'Realized in Cash PY'. At the bottom left, there is a blue 'Save' button.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*Shared Service Agreements Offset with Appropriations*

- Subsidiary ledger
- Make sure to specify **Section = D. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Shared Service Agreements**

**Offset with Appropriations** in the Subsidiary ledger detail

The screenshot shows a web form for 'Offset with Appropriations' in the Subsidiary ledger detail. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and shows 'Section D: Special Items of'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', and 'Anticipated CY'. Below these are three more input fields: 'Anticipated PY' and 'Realized in Cash PY'. At the bottom left, there is a blue 'Save' button.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*Consent of Director of Local Government Services – Additional Revenues*

- Subsidiary ledger
- Make sure to specify **Section = E. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Additional Revenues** in the Subsidiary ledger detail

The screenshot shows a web form for 'Offset with Appropriations' in the Subsidiary ledger detail. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and shows 'Section E: Special Items of'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', and 'Anticipated CY'. Below these are three more input fields: 'Anticipated PY' and 'Realized in Cash PY'. At the bottom left, there is a blue 'Save' button.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*Consent of Director of Local Government Services - Public and Private Revenues*

- Subsidiary ledger
- Make sure to specify **Section = F. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Public and Private Revenues**

**Offset with Appropriations** in the Subsidiary ledger detail

The screenshot shows a web form for 'Offset with Appropriations' in the Subsidiary ledger detail. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and shows 'Section F: Special Items of I'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', and 'Realized in Cash PY'. There are also two more input fields for 'Anticipated CY' and 'Anticipated PY'. A blue 'Save' button is located at the bottom left of the form.

- 3 read-only, calculated fields beneath Subsidiary Ledger

*Consent of Director of Local Government Services - Other Special Items*

- Subsidiary ledger
- Make sure to specify **Section = G. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Other Special Items** in the Subsidiary ledger detail

The screenshot shows a web form for 'Offset with Appropriations' in the Subsidiary ledger detail. At the top, there are two dropdown menus: 'Group' and 'Section'. The 'Section' dropdown is highlighted in yellow and shows 'Section G: Special Items of I'. Below these are three input fields: 'Muni Budget Revenue Line Item \*', 'FCOA', and 'Realized in Cash PY'. There are also two more input fields for 'Anticipated CY' and 'Anticipated PY'. A blue 'Save' button is located at the bottom left of the form.

- 3 read-only, calculated fields beneath Subsidiary Ledger

**Current Fund: Summary of Anticipated Revenue (Sheet 11)**

This section is a mix of editable and read-only, calculated fields. It is broken up into many areas of the Current Fund.

Current Fund - Summary of Anticipated Revenues (sheet 11)		
1. Surplus Anticipated   FCOA 08-101		
Anticipated CY	Anticipated PY	Realized in Cash in FY
10,926,024.40	9,595,992.00	9,595,992.00
2. Surplus Anticipated with Prior Written Consent of Director of Local Government Services   FCOA 08-102		
Anticipated CY	Anticipated PY	Realized in Cash in FY
—	—	—
3. Miscellaneous Revenues		
Total Section A: Local Revenues   FCOA 08-001		
Anticipated CY	Anticipated PY	Realized in Cash in FY
2,101,497.41	2,125,300.00	2,485,894.21
Total Section B: State Aid Without Offsetting Appropriations   FCOA 09-001		
Anticipated CY	Anticipated PY	Realized in Cash in FY
5,387,064.00	5,387,064.00	5,387,064.00
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations   FCOA 08-002		
Anticipated CY	Anticipated PY	Realized in Cash in FY
2,781,000.00	2,137,054.48	3,137,461.23
Total Section D: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Shared Service Agreements   FCOA 11-		
Anticipated CY	Anticipated PY	Realized in Cash in FY

### Current Fund: Appropriations: Operations within CAPS (Sheets 12-19)

This section is made of mostly subsidiary ledgers and read-only, calculated fields. There are a few editable fields in the section – “Overexpended” in each of the Total areas, which is a simple Yes/No field.

This section is broken up into many areas.

Current Fund - Appropriations: Operations Within CAPS (sheet 12-19)																															
Operations within CAPS																															
Main Budget Appropriation Line Item	ECOA	Appropriated for CY	Appropriated for PY	Appropriated for PY by Emergency Appropriation	Appropriated Total for PY as Modified by All Transfers	Expended PY Paid or Charged	Expended PY Reversed																								
Administrative Housing Agency - DR	21-180.0	20,000.00	21,000.00	—	21,000.00	19,429.29	20,174.54																								
Administrative Housing Agency - DRN	21-184.1	10,000.00	13,000.00	—	13,000.00	13,633.33	2,343.00																								
Audit Services - DR	40-134.0	88,000.00	88,000.00	—	88,000.00	88,000.00	—																								
Construction Code Processing - DRN	20-145.1	174,000.00	486,700.00	—	660,700.00	427,444.76	1,894.21																								
Construction Code Processing - DR	20-145.0	424,000.00	487,000.00	—	894,000.00	662,766.10	65.80																								
Executiv - DR	20-173.0	5,788.00	11,000.00	—	17,288.00	2,333.60	19,926.40																								
Executiv - DRN	20-154.01	1,738.00	17,700.00	—	19,438.00	48,115.18	2,384.00																								
Executive Director - DR	20-243.0	11,023.00	13,000.00	—	24,023.00	12,046.48	6,643.00																								
Executive Director - DRN	20-243.1	400,000.00	471,000.00	—	871,000.00	889,946.20	19,317.80																								
Hardware - DR	20-123.0	10,000.00	13,000.00	—	23,000.00	3,213.89	3,694.21																								
<table border="0"> <tr> <td colspan="2">Total Operations within "CAPS"   FCOA 34-199</td> <td>Appropriated CY</td> <td>Appropriated PY</td> <td>Appropriated PY by Emergency Appropriation</td> <td>Appropriated Total for PY As Modified by All Transfers</td> <td>Expended PY Paid or Charged</td> <td>Expended PY Reversed</td> </tr> <tr> <td colspan="2">—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> <tr> <td colspan="2">—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> </table>								Total Operations within "CAPS"   FCOA 34-199		Appropriated CY	Appropriated PY	Appropriated PY by Emergency Appropriation	Appropriated Total for PY As Modified by All Transfers	Expended PY Paid or Charged	Expended PY Reversed	—		—	—	—	—	—	—	—		—	—	—	—	—	—
Total Operations within "CAPS"   FCOA 34-199		Appropriated CY	Appropriated PY	Appropriated PY by Emergency Appropriation	Appropriated Total for PY As Modified by All Transfers	Expended PY Paid or Charged	Expended PY Reversed																								
—		—	—	—	—	—	—																								
—		—	—	—	—	—	—																								

### Operations within CAPS

- Subsidiary ledger

- In Subsidiary Ledger detail, specify **Group = (A) Operations – within “CAPS”**

Type <input type="text"/>	
Section <input type="text"/>	Sub-Section <input type="text"/>
<b>Group</b> [(A) Operations - within "CAPS"]	Group Code <input type="text"/>
S/W (1) or O/E (2)? <input type="text"/>	Include Appropriation Group in H-2 in Summary? <input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	FCOA
<input type="text"/>	<input type="text"/>
Appropriated	
for CY <input type="text"/>	for PY <input type="text"/>
	for PY by Emergency Appropriation <input type="text"/>
	Total for PY as Modified By All Transfers <input type="text"/>
Paid or Charged	Reserved

- Total Operations within “CAPS” section with read-only, calculated fields and the Overexpended Yes/No field

*Operations Including Contingent – within “CAPS”*

- Subsidiary ledger
- In Subsidiary Ledger detail, specify **Group = (B) Contingent**

Type <input type="text"/>	
Section <input type="text"/>	Sub-Section <input type="text"/>
<b>Group</b> [(B) Contingent]	Group Code <input type="text"/>
S/W (1) or O/E (2)? <input type="text"/>	Include Appropriation Group in H-2 in Summary? <input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	FCOA
<input type="text"/>	<input type="text"/>
Appropriated	
for CY <input type="text"/>	for PY <input type="text"/>
	for PY by Emergency <input type="text"/>
	Total for P <input type="text"/>

- Total Operations Including Contingent – within “CAPS” section with read-only, calculated fields and the Overexpended Yes/No field

*Detail: Total Salaries and Wages*

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

*Detail: Total Other Expenses (Including Contingent)*

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

*Deferred Charges and Statutory Expenditures – Municipal within “CAPS”*

- Subsidiary ledger
- In Subsidiary Ledger detail, specify **Group = (E) Deferred Charges and Statutory Expenditures – Municipal within “CAPS”**

The screenshot shows a web form with the following fields and options:

- Type: [Dropdown menu]
- Section: [Text input]
- Sub-Section: [Text input]
- Group: [Dropdown menu, highlighted with yellow, showing '(E) Deferred Charges and Statutory Expenditures']
- Group Code: [Text input]
- S/W (1) or O/E (2)?: [Dropdown menu]
- Include Appropriation Group Summary?:  No  Yes
- Line Item Description \*: [Text input]
- FCOA: [Text input]
- Appropriated: [Table with columns for 'for CY', 'for PY', 'for PY by Emergency', and 'Total']

- Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS" section with read-only, calculated fields and the Overexpended Yes/No field

*General Appropriations for Municipal Purposes within “CAPS”*

- Subsidiary ledger
- Total General Appropriations for Municipal Purposes within "CAPS" | FCOA 34-299 section with read-only, calculated fields and the Overexpended Yes/No field

*Current Fund: Appropriations: Operations Excluded from CAPS (Sheets 20-29)*

This section is made of mostly subsidiary ledgers and read-only, calculated fields. There are a few editable fields in the section – “Overexpended” in each of the Total areas, which is a simple Yes/No field.



Current Fund - Appropriations; Operations Excluded from CAPS (sheet 20-29)  
Other Operations - Excluded from "CAPS"

Most Budget Appropriation Line Item	FCOA	Appropriated for CY	Appropriated for FY	Appropriated for FY by Emergency Appropriation	Appropriated Total for FY as Modified By All Transfers	Expended FY: Paid or Charged	Expended FY
Council - OE	25-119-2	3,132.00	31,288.00		31,288.00	2,103.60	76,586.49
Council - S/W	25-119-31	57,000.00	57,000.00		52,000.00	48,615.56	2,284.80
General Administration - OE	25-125-2	8,050.00	8,820.00		8,530.00	1,368.01	1,811.94
General Administration - S/W	25-125-31	448,800.00	441,000.00		491,000.00	487,716.27	3,383.73

Total Other Operations - Excluded from "CAPS" | FCOA 34-300

Appropriated: CY	Appropriated: FY	Appropriated: FY by Emergency Appropriation	Appropriated: Total for FY As Modified By

Expended: FY Paid or Charged

Expended: FY Received

Overexpended Yes No

Uniform Construction Code Appropriations

Most Budget Appropriation Line Item	FCOA	Appropriated for CY	Appropriated for FY	Appropriated for FY by Emergency Appropriation	Appropriated Total for FY as Modified By All Transfers	Expended FY: Paid or Charged	Expended FY
Audit Services - OE	25-123-2	33,300.00	33,500.00		33,500.00	30,330.00	
Computerized Data Processing - S/W	25-140-1	114,800.00	436,100.00		435,100.00	437,446.78	1,854.21

This section is broken up into many areas.

*Other Operations – Excluded from “CAPS”*

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (A) Operations – Excluded from “CAPS”**

Type	
<input type="text"/>	
Section	Sub-Section
<input type="text"/>	<input type="text"/>
Group	Group Code
(A) Operations - within "CAPS"	<input type="text"/>
S/W (1) or O/E (2)?	Include Appropriation Group in H-Summary?
<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	FCOA
<input type="text"/>	<input type="text"/>

- Total Other Operations - Excluded from "CAPS" | FCOA 34-300 section with read-only, calculated fields and the Overexpended Yes/No field

*Uniform Construction Code Appropriations*

- Subsidiary ledger
- Total Uniform Construction Code Appropriations | FCOA 22-999 section with read-only, calculated fields and the Overexpended Yes/No field

*Shared Service Agreements*

- Subsidiary ledger

- Total Shared Service Agreements | FCOA 42-999 section with read-only, calculated fields and the Overexpended Yes/No field

*Additional Appropriations Offset by Revenues*

- Subsidiary ledger
- Total Additional Appropriations Offset by Revenues (N.J.S. 40A:4-45.3h) | FCOA 34-303 section with read-only, calculated fields and the Overexpended Yes/No field

*Public and Private Programs Offset by Revenues*

- Subsidiary ledger
- Total Public and Private Programs Offset by Revenues | FCOA 40-999 section with read-only, calculated fields and the Overexpended Yes/No field

*Total Operations – Excluded from “CAPS” (A)*

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

*Detail: Total Salaries and Wages | FCOA 34-305-1*

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

*Detail: Total Other Expenses | FCOA 34-305-2*

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

*Capital Improvements Excluded from “CAPS” (C)*

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (C) Capital Improvements – Excluded from “CAPS”**

Type		<input type="text"/>	
Section	<input type="text"/>	Sub-Section	<input type="text"/>
Group	<input type="text" value="(C) Capital Improvements - Excluded from 'CAPS'"/>	Group Code	<input type="text"/>
S/W (1) or O/E (2)?	<input type="text"/>	Include Appropriation Group Summary?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	<input type="text"/>		FCOA <input type="text"/>
Appropriated for CY	for PY	for PY by Emergency Appropriation	Total Mod Tran
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Total Capital Improvements Excluded from "CAPS" (C) | FCOA 44-999 section with read-only, calculated fields and the Overexpended Yes/No field

*Municipal Debt Service - Excluded from "CAPS" (D)*

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (D) Municipal Debt Service – Excluded from “CAPS”**

Type	
<input type="text"/>	
Section	Sub-Section
<input type="text"/>	<input type="text"/>
<b>Group</b>	Group Code
(D) Municipal Debt Service - Excluded from "CAPS"	<input type="text"/>
S/W (1) or O/E (2)?	Include Appropriation Group Summary?
<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	FCOA
<input type="text"/>	<input type="text"/>
Appropriated	

- Total Municipal Debt Service - Excluded from "CAPS" (D) | FCOA 45-999 section with read-only, calculated fields and the Overexpended Yes/No field

*Deferred Charges - Municipal - Excluded from "CAPS" (E)*

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (E) Deferred Charges - Municipal – Excluded from “CAPS”**

Type	
<input type="text"/>	
Section	Sub-Section
<input type="text"/>	<input type="text"/>
<b>Group</b>	Group Code
(E) Deferred Charges - Municipal - Excluded from "CAPS"	<input type="text"/>
S/W (1) or O/E (2)?	Include Appropriation Group Summary?
<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	FCOA
<input type="text"/>	<input type="text"/>

- Total Deferred Charges - Municipal - Excluded from "CAPS" (E) | FCOA 46-999 section with read-only, calculated fields and the Overexpended Yes/No field

*General Appropriations for Municipal Purposes Excluded from "CAPS" (H-2)*

- Subsidiary ledger

- Total General Appropriations for Municipal Purposes Excluded from "CAPS" (H-2) | FCOA 34-309 section with read-only, calculated fields and the Overexpended Yes/No field

*Type 1 District School Debt Service - Excluded from "CAPS" (1)*

- Subsidiary ledger
- Total Type 1 District School Debt Service - Excluded from "CAPS" (1) | FCOA 48-999 section with read-only, calculated fields and the Overexpended Yes/No field

*Deferred Charges and Statutory Expenditures - Local School - Excluded from "CAPS" (J)*

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (J) Deferred Charges and Statutory Expenditures – Local School– Excluded from “CAPS”**

Type	
<input type="text"/>	
Section	Sub-Section
<input type="text"/>	<input type="text"/>
Group	Group Code
(J) Deferred Charges and Statutory Expenditures	<input type="text"/>
S/W (1) or O/E (2)?	Include Appropriation Summary?
<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Line Item Description *	FCOA
<input type="text"/>	<input type="text"/>

- Total Deferred Charges and Statutory Expenditures - Local School - Excluded from "CAPS" (J) | FCOA 29-410 section with read-only, calculated fields and the Overexpended Yes/No field

*Total Municipal Appropriations for Local District School Purposes - Excluded from "CAPS" (K) | FCOA 29-410*

- Read-only, calculated fields

*Total General Appropriations - Excluded from "CAPS" (O) | FCOA 34-399*

- Read-only, calculated fields

*Subtotal General Appropriations Within "CAPS" and Excluded from "CAPS" (L) | FCOA 34-400*

- Read-only, calculated fields

*Reserve for Uncollected Taxes (M) | FCOA 50-899*

- Read-only, calculated and editable fields

*Total General Appropriations (9) | FCOA 34-499*

- Read-only, calculated fields

**Current Fund: Appropriations: Summary of Appropriations (Sheet 30)**

This section has mostly read-only, calculated fields with a few editable fields.

Current Fund – Appropriations: Summary of Appropriations (sheet 30)

(H-1) Total General Appropriations for Municipal Purposes within "CAPS" | FCOA 34-299

Appropriated: CY	Appropriated: PY	Appropriated: PY by Emergency Appropriation	Appropriated:
72,001,438.22	—	—	—
Expended: PY Paid or Charged	Expended: PY Reserved		
—	—		
<b>(A) Operations- Excluded from "CAPS": Other Operations   FCOA 34-300</b>			
Appropriated: CY	Appr PY: Total Other Ops FCOA 34-300	Appr PY EB: Total Other Ops FCOA 34-300	Appr PY Mod:
—	—	—	—
Exp PY Paid/Chrg: Total Other Ops FCOA 34-300	Exp PY Resv: Total Other Ops FCOA 34-300		
—	—		
<b>(A) Operations- Excluded from "CAPS": Uniform Construction Code   FCOA 22-999</b>			
Appr CY: Total UCC Approp FCOA 22-999	Appr PY: Total UCC Approp FCOA 22-999	Appr PY EB: Total UCC Approp FCOA 22-999	Appr PY Mod:
—	—	—	—
Exp PY Paid/Chrg: Total UCC Approp FCOA 22-999	Exp PY Resv: Total UCC Approp FCOA 22-999		
—	—		
<b>(A) Operations- Excluded from "CAPS": Shared Service Agreements   FCOA 42-999</b>			
Appr CY: Total SS Agreements FCOA 42-999	Appr PY: Total SS Agreements FCOA 42-999	Appr PY EB: Total SS Agreements FCOA 42-999	Appr PY Mod:
—	—	—	—
Exp PY Paid/Chrg: Total SS Agreements FCOA 42-999	Exp PY Resv: Total SS Agreements FCOA 42-999		
—	—		
<b>(A) Operations- Excluded from "CAPS": Additional Appropriations Offset by Revenues   FCOA 34-303</b>			
Appr CY: Total Addtl Approp FCOA 34-303	Appr PY: Total Addtl Approp FCOA 34-303	Appr PY EB: Total Addtl Approp FCOA 34-303	Appr PY Mod:
—	—	—	—
Exp PY Paid/Chrg: Total Addtl Approp FCOA 34-303	Exp PY Resv: Total Addtl Approp FCOA 34-303		
—	—		

### Dedicated Assessment Budget (Sheet 37)

This section has 6 read-only, calculated fields and multiple editable fields.

Dedicated Assessment Budget (sheet 37)

Assessment Revenues

Bdgt Rev CY: 14.Ded Rev Assessment Cash FCOA 51-101	Bdgt Rev PY: 14.Ded Rev Assessment Cash FCOA 51-101	Bdgt Rev Cash PY: 14.Ded Rev Cash FCOA 51-
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bdgt Rev CY: 14.Ded Rev Deficit FCOA 51-801	Bdgt Rev PY: 14.Ded Rev Deficit FCOA 51-801	Bdgt Rev Cash PY: 14.Ded Rev Deficit FCOA 51-
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bdgt Rev CY: 14.Total Assessment Rev FCOA 51-899	Bdgt Rev PY: 14.Total Assessment Rev FCOA 51-899	Bdgt Rev Cash PY: 14.Ttl Assessment Rev FCOA 51-
—	—	—

Assessment Appropriations

Bdgt Appr CY: 15.Pymt Bond Prin FCOA 51-620	Bdgt Appr PY: 15.Pymt Bond Prin FCOA 51-620	Bdgt Appr Exp PY: 15.Pymt Bond Prin FCOA 51-
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bdgt Appr CY: 15.Bond Int Notes FCOA 51-525	Bdgt Appr PY: 15.Bond Int Notes FCOA 51-525	Bdgt Appr Exp PY: 15.Bond Int Notes FCOA 51-
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bdgt Appr CY: Total Assess Appr FCOA 51-899	Bdgt Appr PY: Total Assess Appr FCOA 51-899	Bdgt Appr Exp PY: Total Assess Appr FCOA 51-
—	—	—

## Appendix to Budget Statement (Sheet 39)

This section has editable and read-only, calculated fields.

Appendix to Budget Statement (sheet 39)	
<b>Assets</b>	
Appendix: Assets-Cash and Investments 1110100	
Appendix: Assets-Due from State(c20,PL 1971) 1111000	
Appendix: Assets-Fed & State Grants Recvble 1110200	
Appendix: Assets-Taxes Receivable 1110300	
Appendix: Assets-Tax Title Liens Receivable 1110400	
Appendix: Assets-Prop Acquird-Tax Title Liens 1110500	
Appendix: Assets-Other Receivables 1110600	
Appendix: Assets-Def Chrgs for CY Bdgt 1110700	
Appendix: Assets-Def Chrgs for Bdgt aftr CY 1110800	
Appendix: Assets-Total Assets 1110900	
<b>Liabilities, Reserves and Surplus</b>	
Appendix: *Cash Liabilities 2110100	

It has the following areas:

- Assets
- Liabilities, Reserves and Surplus
- School Tax Cash Liabilities
- Comparative Statement of Current Fund Operations and Changes in Current Surplus
- Proposed Use of Current Fund Surplus in CY Budget

## Capital Budget & Capital Improvement Program (Sheets 40-40d)

The Capital Budget and Capital Improvement Program section has editable fields, read-only, calculated fields and three subsidiary ledgers.

### Capital Budget and Capital Improvement Program (sheet 40-40d)

Cap Bdgt: Totl Cap Expend CY Do Not Exceed \$25,000  
 No  Yes

Cap Bdgt: No Bond Ordinances Planned CY  
 No  Yes

Cap Imprv Plan: 3 Years (Pop under 10,000)  
 No  Yes

Cap Imprv Plan: 6 Years (Pop over 10,000)  
 No  Yes

Cap Imprv Plan: # of years for exceeding checkbox  
 No  Yes

Cap Imprv Plan: \_\_ yrs (Exceeding min time period)

Cap Imprv Plan: Muni under 10k, not exp over 25k  
 No  Yes

Capital Improvement Program narrative  
Narrative for Capital Improvement Program

It has the following areas:

- Capital Improvement Program Narrative
  - o Free text field, editable
- Capital Budget (CY Action)
  - o Subsidiary ledger
  - o Read-only, calculated fields
- 3 Year Capital Program: Anticipated Project Schedule and Funding Requirements
  - o Subsidiary ledger
  - o Read-only, calculated fields
- 3 Year Capital Program: Summary of Anticipated Funding Sources and Amounts
  - o Subsidiary ledger
  - o Read-only, calculated fields

## Open Space, Recreation, Farmland & Historic Preservation Trust Fund (Sheet 43)

This section has subsidiary ledgers, editable fields and read-only, calculated fields.

Open Space, Recreation, Farmland & Historic Preservation Trust Fund (sheet 43)

Dedicated Revenues from Trust Fund

Muni Budget Revenue Line Item	FCOA	Anticipated CY	Anticipated PY
There are no records to display.			
Trust Fund: Total Revs FCOA 54-299 - Anticipated CY			Trust Fund: Total Revs FCOA 54-299 - Anticipated PY
Summary of Program			
Trust Fund Smry: Date Referendum Passed			
Trust Fund Smry: Date Referendum Implemented			
Trust Fund Smry: Rate Assessed			
Trust Fund Smry: Total Tax Collected to Date			
Trust Fund Smry: Total Expended to Date			
Trust Fund Smry: Total Acreage Preserved to Date			

It consists of the following areas:

- Dedicated Revenues from Trust Fund
  - o Subsidiary ledger
  - o 3 read-only, calculated fields
- Summary of Program
  - o Editable fields about Trust Fund Summary
- Appropriations
  - o Subsidiary ledger
  - o 5 read-only, calculated fields

### Annual List of Change Orders Approved (Sheet 44)

This section has one subsidiary ledger and one checkbox. Check the box if there is no change order exceeding 20% threshold.

Annual List of Change Orders Approved (sheet 44)

Muni Budget Change Order Project Name	Created By	Created On
There are no records to display.		
<input type="checkbox"/> Check if no change order exceeding 20% threshold		



## Reserve for Uncollected Taxes: Option 1 (Sheet RUT Option 1)

This section has editable and read-only, calculated fields.

Reserve for Uncollected Taxes: Option 1 (sheet RUT Option 1)	
1. Total General Appropriations for CY <small>Appr CY: L: Subttl Gen Approp FCOA 34-400</small>	
—	
2. Local District School Tax <small>Tax Rates: Local Dist School Tax - Est CY - Amt</small>	RUT: 2.Local School District Tax Actual 80016 PY
<input type="text"/>	<input type="text"/>
3. Regional School District Tax <small>Tax Rates: Regional School Dist Tax - Est CY - Amt</small>	RUT: 3.Regional School Dist Tax Actual 80025 PY
<input type="text"/>	<input type="text"/>
4. Regional High School Tax <small>Tax Rates: Regional HS Dist Tax - Est CY - Amt</small>	RUT: 4.Regional HS Tax-School Bdgt Actual 80018 PY
<input type="text"/>	<input type="text"/>
5. County Tax <small>Tax Rates: County Tax - Est CY - Amt</small>	RUT: 5.County Tax Actual 80628 PY
<input type="text"/>	<input type="text"/>
6. Special District Taxes <small>Tax Rates: Special District - Est CY - Amt</small>	RUT: 6.Special District Taxes Actual 80022 PY
<input type="text"/>	<input type="text"/>

## Reserve for Uncollected Taxes: Option 2 (Sheet RUT Option 2)

This is a simple section with one editable field and five read-only, calculated fields.

Reserve for Uncollected Taxes: Option 2 (sheet RUT Option 2)	
Budget Preparation	
RUT2: A:Amount Wanted for Total Incl Reserve	
<input type="text"/>	
Appr CY: L: Subttl Gen Approp FCOA 34-400	
—	
RUT2: C:Calculated Reserve (A-B)	
—	
RUT: 10.Cash Required from CY 80024-03	
—	
RUT2: E:Amount to be Raised based on C+D	
—	
RUT2: F:Calculated Rate for E	
8,500,000.0000000000	
<input type="button" value="Save"/>	

## Summary Information

The Summary Information section has a lot of data! It is a mix of editable and read-only, calculated fields.

Summary Information			
1977 Appropriation CAP		Appt: CY: H: 1 Total Gen Appt: FCOA 34-295	Summary: 1977 Appt: CAP - Remaining
Total Allowable Appropriations Within CAPs for CY	70,001,948.08	70,001,948.08	---
2% Tax Levy Cap		R/T: Amount to Be Raised - Local Purpose	Summary: 2% Tax Levy CAP - (Over)/Under
Maximum Allowable Amount to Be Raised by Taxation	73,521,378.00	72,437,409.00	---
<b>Tax</b>			
Tax Rates: Local Purpose - Est CY - Rate	---	Tax Rates: Local Purpose - Act PY - Rate	Summary: Tax: Tax Rate - Local - Change
Tax Rates: Minimum Library Tax - Est CY - Rate	---	Tax Rates: Minimum Library Tax - Act PY - Rate	Summary: Tax: Tax Rate - Minimum Library Tax - Change
Summary: Tax: Tax Rate - Total Local Tax - Current	---	Summary: Tax: Tax Rate - Total Local Tax - Prior	Summary: Tax: Tax Rate - Total Local Tax - Change
Tax Rates: Total - Estimated CY - Rate	---	Tax Rates: Total - Actual PY - Rate	Summary: Tax: Tax Rate - Total - Change
Tax Rates: Minimum Library Tax - Est CY - Amt	---	Tax Rates: Minimum Library Tax - Act PY - Amt	Summary: Tax: Minimum Library Tax - Change
Summary: Tax: Total Levy - Current	---	Summary: Tax: Total Levy - Prior	Summary: Tax: Total Levy - Change
Tax Rates: Net Valuation Taxable - Est CY - Amt	---	Tax Rates: Net Valuation Taxable - Act PY - Amt	Summary: Tax: Net Valuation Taxable - Change

It has the following areas:

- 1977 Appropriation CAP
- 2% Tax Levy Cap
- Tax
- Total Budget
- Surplus
- Budget Analysis – Revenue
- Budget Analysis – Appropriations (all read-only, calculated fields)
- % of Collection

## Utilities

This section has one subsidiary ledger.

Utilities

Main Budget Utility Name: [Search]

Created On: [Search]

There are no records for display.

[Search]

When you click **Add**, enter all Muni Budget Utility detail in the new window that pops up. Scroll down to view all fields – there are a lot in the Utility Subsidiary Ledger detail.

Muni Budget Utility Name \*

Utility Fund \*

Previous Budget Year (CY-1) \*      Current Budget Year (CY) \*

Explanatory Statement

Budget Approp - Adopted Budget: Utility Budget

Budget Approp - Added by NJS 40A:4-87: Utility Bud

Emergency Appropriations: Utility Budget

Total Appropriations: Utility Budget

Expenditures: Pd or Charged (incl resrv): UTI Bdgt

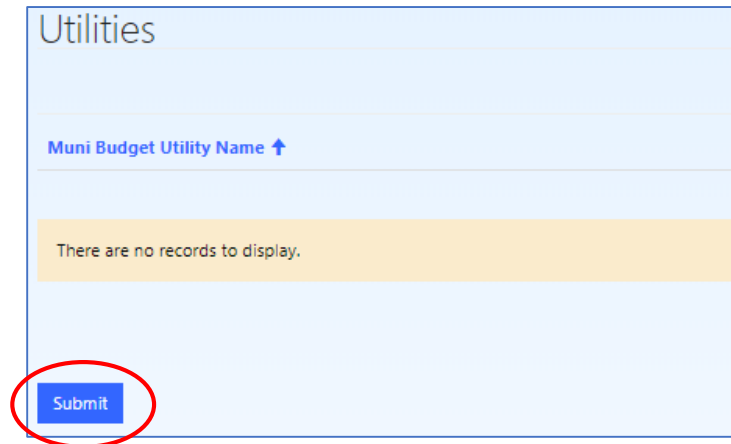
When you have finished adding details, scroll to the bottom and click **Save**.

## Submitting a Muni Budget

When you have completed entering all data in all sections of the Muni Budget, navigate to the Utilities section (at the bottom of the left-hand navigation within the Muni Budget).

Dedicated Assessment Budget (sheet 37)
Appendix to Budget Statement (sheet 39)
Capital Budget and Capital Improvement Program (sheet 40-40d)
Open Space, Recreation, Farmland & Historic Preservation Trust Fund (sheet 43)
Annual List of Change Orders Approved (sheet 44)
Reserve for Uncollected Taxes: Option 1 (sheet RUT Option 1)
Reserve for Uncollected Taxes: Option 2 (sheet RUT Option 2)
Summary Information
Utilities

At the bottom of this page, click the blue **Submit** button.



The screenshot shows a web interface for 'Utilities'. At the top, the word 'Utilities' is displayed in a light blue header. Below this is a search or filter section with the text 'Muni Budget Utility Name' followed by an upward-pointing arrow. A yellow message box in the center states 'There are no records to display.' At the bottom left of the interface, a blue button labeled 'Submit' is circled in red.