

**LFN 2018-24**

**October 1, 2018**

**Contact Information**

**Director's Office**

V. 609.292.6613

F. 609.633.6243

**Legislative and  
Regulatory Affairs**

V. 609.292.6110

F. 609.633.6243

**Financial Regulation  
and Assistance**

V. 609.292.4806

F. 609.984.7388

**Local Finance Board**

V. 609.292.0479

F. 609.633.6243

**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**

Authority Officials

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# Local Finance Notice

Philip D. Murphy  
Governor

Lt. Governor Sheila Y. Oliver  
Commissioner

Melanie R. Walter  
Acting Director

## Authority Budget Submission: Calendar Year 2019 and Fiscal Year 2019-2020 Budgets

Local authority budget documents for authority fiscal years with start dates of January 1, 2019 through December 1, 2019 are now available on the Division of Local Government Services website. Please note that housing authorities have dedicated budget documents.

Users can view and download the following items ([see links at the bottom of this notice](#)):

- Budget Form Excel Workbook (financial pages and informational schedules)
- Budget Package Word Document (certifications, resolutions, other forms)
- Authority Budget Instructions

The CY 2019/ Starting 2019-Ending 2020 Budget Package is comprised of a Word Document and Excel Workbook that includes all related forms and numbered pages making up the complete budget document. Please download both files as well as the instruction file. All pages and schedules are numbered and must be assembled in the order specified in the instructions. Prior year budget forms will not be accepted.

Standardized budget forms facilitate an efficient and successful budget process, ensuring full disclosure of the authority's proposed operations in the upcoming year. Each authority must prepare its fiscal year budget according to each type of operation provided by the authority pursuant to [N.J.A.C. 5:31-2.1\(j\)](#). The 2019/2019-2020 budget form allows up to six operations to be listed on one budget document.

The Excel workbook only permits data input in outlined cells. Data entered into these cells carries through the remaining document. Most cells are locked; only unlocked cells require input. Changing name of Authority, Authority web site fiscal year, names of utilities columns, is done in the first tab of the Excel Workbook labeled "Input Data". More detailed instruction is provided in the

Word Budget file named "2019 Authority Budget Instructions" and for Housing Authorities file named "2019 Housing Authority Budget Instructions". Type or mark "Not Applicable," as appropriate, for any budget pages that do not apply.

The budget submission date is established pursuant to statute, as well as by regulation in N.J.A.C. 5:31-2.3, requiring each authority to transmit two certified copies of the introduced annual budget to the Division at least sixty (60) days prior to the end of the current fiscal year. No authority budget shall be finally adopted without prior approval from the Director. The budget shall be adopted no later than the beginning of the authority's fiscal year. Two certified copies of the budget as adopted, including pages C-6 and C-7, must be transmitted to the Director within 10 days after adoption. In addition, each authority is required to submit a pdf copy of the adopted budget to [authoritiesunit@dca.nj.gov](mailto:authoritiesunit@dca.nj.gov) with the name of the authority in the subject line.

Submittal of authority budgets through the Financial Automation Submission Tracking (FAST) system is not being required at this time. All announcements and updates regarding FAST implementation will be posted to the Division's website and distributed via GovConnect.

**Pending adoption of regulations by the Local Finance Board, the Division will not implement the regional sewerage authority appropriations and revenue caps established pursuant to N.J.S.A. 40:14A-4.2 in the current budget cycle.**

If you need assistance completing the forms, the Bureau of Authority Regulation is available to assist you and may be reached at (609) 943-4726 or by e-mail at [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading "Authority Budget Submission".

### **GovConnect Enrollment and Website Content**

The Division requires all authorities to be enrolled in the GovConnect notice system. Authority personnel can contact the GovConnect Help Desk at [egg@dca.nj.gov](mailto:egg@dca.nj.gov) or 609-341-3880 to register for GovConnect.

N.J.S.A. 40A:5A-17.1 requires all authorities to maintain an Internet website or a webpage on their municipality's (or county's) website that contains certain information as described in the statute. The compliance checklist and certification is on page C-4 of the 2019 budget. No authority budget will be approved unless its website is certified to be compliant with N.J.S.A. 40A:5A-17.1.

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Approved: Melanie R. Walter, Acting Director

<b>Document</b>	<b>Internet Address</b>
Authority Site All content	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/au_budgets.html">http://www.state.nj.us/dca/divisions/dlgs/programs/au_budgets.html</a>
Authority Budget Form Workbook	<a href="https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2019bd.xlsx">https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2019bd.xlsx</a>
Authority Budget Package	<a href="https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2019pkg.doc">https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2019pkg.doc</a>
Authority Budget Instructions	<a href="https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2019_budget_instructions.doc">https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2019_budget_instructions.doc</a>
Housing Auth. Budget Form Workbook	<a href="https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2019bd.xlsx">https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2019bd.xlsx</a>
Housing Auth. Budget Package	<a href="https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2019pkg.doc">https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2019pkg.doc</a>
Housing Auth. Budget Instructions	<a href="https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2019_budget_instructions.doc">https://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2019_budget_instructions.doc</a>
LFN 2013-7 Web Site Content Requirements	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-7.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-7.pdf</a>