

LFN 2012-21

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Local Finance Notice

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Distribution

Local Authorities

2013 Authority Budget Submission

Local authority budget documents are now available on the [Division of Local Government Services' Authority Budgets 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 will be released for Fire Districts and their documents.

The Budget Excel Workbook provides for ease of printing and updating repeating information. The worksheet has each budget page on a separate tab located across the bottom of the Excel workbook. To select, click on the appropriate tab. The Budget Package includes all related forms and numbered pages that make up the balance of the budget document. Please be sure to download both files.

The Division's GovConnect program 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 or 609-943-4724.

Effective February 1, 2013, [P.L. 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.

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 [N.J.A.C. 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 N.J.A.C. 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 shall have approved 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.

Approved: Thomas H. Neff, Director