



LFN 2016-17

October 14, 2016

Local Finance Notice

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Distribution

County Financial Officers

County Constitutional Officer Salary Reimbursement

This Local Finance Notice provides County Chief Financial Officers with guidance concerning the reimbursement of salaries for County Constitutional Officers, as they were increased when increases were provided to Superior Court Judges pursuant to P.L. 2007 c. 350. This law requires the State to reimburse counties for increases required to meet the minimum salaries set by the statute.

The salary and baseline amounts are now frozen until amended by law. The law established the following statutory salaries and reimbursement "baselines" amounts as follows:

	Statutory Salary	Baseline
County Prosecutor	\$165,000	\$100,000*
Other Constitutional Officers	\$107,250	\$96,850

To receive reimbursement, County Finance Officers must complete and return the enclosed form no later than **November 23, 2016**, in order to receive reimbursement during 2016. **County Finance Officers must submit reimbursement forms by the submission deadline or reimbursements will not be paid in 2016.**

The implementation of the law requires the State to reimburse counties according to the following conditions:

- 1) Reimbursements are not provided when the salary provided by the county is less than the baseline amount.
- 2) Salaries are reimbursed when the county has authorized, by resolution, a salary between the baseline and the statutory amount.
 - For example, if a 2016 salary was higher than the baseline amount, but below the statutory salary, reimbursement will be for the difference between that county's salary level in 2008 and the 2016 statutory salary.
- 3) Salaries that were already at or in excess of \$165,000 for Prosecutors and \$107,250 for other Constitutional Officers prior to January 1, 2009, are not reimbursable, because the salary is above the statutory levels.

* The baseline for reimbursement for County Prosecutors was set in prior legislation.

- 4) If the authorized salary (set by resolution) was less than the statutory salary of December 31, 2008, the State will reimburse the county for the difference between the previous salary and the new statutory salary. The resolution may provide for a retroactive payment if an increase was not authorized by January 1, 2010.
- 5) If the county had a state paid Acting Prosecutor serving during the year, please provide the start and end dates for the state paid acting prosecutor in the last row of the table for reimbursement so adjustments can be made to the reimbursement amount. If the county was paying for the acting prosecutor please leave this row blank.

Certification now relies on the total amount reimbursed for 2009. CFOs should retain that information for future use.

Please follow the following instructions to complete the 2016 Electronic Submittal Form:

- 1) Click on following link to access the form available on the DLGS website:
[2016 County Constitutional Officer Salary Reimbursement Request Form](#)
- 2) Ensure that macros are enabled on the form.
- 3) Select the appropriate county from the drop-down menu.
- 4) Complete all the grey-shaded fields.
- 5) CFOs must certify that the amounts entered are accurate by checking the certification box.
- 6) Save the document using the "Save Form" button.
- 7) Transmit form to the Division by clicking the "Send to DLGS" button.
- 8) After submitting, verify transmittal by checking the "Sent Items" folder in your email application. (You should see a sent email to Jorge Carmona at DLGS.)

Please note that you do not need to fax or email hard copies of the reimbursement form.

Please e-mail questions to Jorge.Carmona@dca.nj.gov

Approved: Timothy J. Cunningham, Director

Table of Web Links

Page	Shortcut text	Internet Address
2	Link to reimbursement form	http://www.nj.gov/dca/divisions/dlgs/resources/misc_docs/2016_salary_reimbursement_request_form.xlsm
2	Email address for questions	Jorge.Carmona@dca.nj.gov