

LFN 2017-19

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# Local Finance Notice

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## 2018/2018-2019 Authority Budget Submission

Local authority budget documents for fiscal years starting on or after January 1, 2018 thru fiscal years starting on June 1, 2018 are now available on the [Division of Local Government Services website](#). Users can view and download the following items:

- Budget Form Excel Workbook (financial pages and informational schedules)
- Budget Package Word Document (certifications, resolutions, informational questionnaires)
- 2018/2018-2019 Authority Budget Instructions

The website has separate documents for housing authorities and all other authorities. **This notice does not pertain to Fire Districts.**

The Budget Package is comprised of a Word Document and Excel Workbook and includes all related forms and numbered pages that make up the complete budget document. Please be sure to download both files and the instruction file. All pages and schedules are numbered and must be assembled in the order detailed in the 2018/2018-2019

**Important: These forms are to be used for Authority budgets with fiscal years starting January 1, 2018 through June 1, 2018 only.** For Authorities with fiscal years starting on or after July 1, 2018, the Division will be rolling out a new web-based Financial Automation Submission Tracking system ("FAST") that will replace the Word Document and Excel Workbook currently utilized in the Budget Package. Additional announcements and information will be forthcoming in the next few weeks. All announcements and updates regarding FAST implementation will be posted to the Division's website and distributed via GovConnect.

Each local authority is required to submit its budget on the forms provided by the Division. **Any authority that submits a budget for a fiscal year starting on or after January 1, 2018 on an outdated form will be required to re-submit the budget on the correct form. Authority budgets for fiscal years starting on or after January 1, 2018, will NOT be approved by the Division if they are prepared on an outdated form.**

## Distribution

Authority Officials  
Auditors

The Division requires all authorities to be enrolled in GovConnect. Authority personnel can contact the GovConnect Help Desk at [egg@dca.nj.gov](mailto:egg@dca.nj.gov) or 609-292-1098 to register for GovConnect if not already registered.

Effective February 1, 2013, P.L. 2011 c.167 (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. Please review the statute and page 2 of [Local Finance Notice 2013-7](#) to determine that all required content is displayed on the authority's website or webpage. An authorized officer of the authority must certify on the budget form that the authority's website or webpage complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1. **No authority budget will be approved unless its website is fully compliant with these requirements.**

### Budget Information

Standardized budget forms facilitate 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 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 2018/2018-2019 budget form allows up to six operations to be listed on one budget document. **There is no need to prepare or submit separate budget packages for each operation provided by the authority since they are now consolidated on a single budget form.**

All preparers should make a detailed review of the forms before attempting to complete them. In the Excel workbook, input is only permitted in outlined cells. The data entered into these cells will carry through to the remainder of the document. **Do not attempt to enter any data into cells that are not outlined or attempt to change any formulas in the document. This will interfere with the function of the workbook and will result in an incomplete and/or incorrectly prepared budget. In addition, please indicate an N/A on all budget pages versus leaving page blank if not applicable.**

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. In addition, each authority must submit **both** the Excel budget file and a pdf copy of the budget package to [authoritiesunit@dca.nj.gov](mailto:authoritiesunit@dca.nj.gov) with the name of the authority in the subject line.

No authority budget shall be finally adopted until the Director approves same. 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 ten days after adoption. In addition, each authority must submit **both** the Excel budget file and 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.

If you have difficulties in downloading the material from the Division's website, contact the Division at (609) 292-1098. 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".

Document	Internet Address
Authority Site <u>All</u> 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="http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2018bd.xlsx">http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2018bd.xlsx</a>
Authority Budget Package	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2018pkg.doc">http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2018pkg.doc</a>
Authority Budget Instructions	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2018_budget_instructions.doc">http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ab2018_budget_instructions.doc</a>
Housing Auth. Budget Form Workbook	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2018bd.xlsx">http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2018bd.xlsx</a>
Housing Auth. Budget Package	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2018pkg.doc">http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2018pkg.doc</a>
Housing Auth. Budget Instructions	<a href="http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2018_budget_instructions.doc">http://www.state.nj.us/dca/divisions/dlgs/programs/au_docs/ha2018_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>