

New Jersey Department of Community Affairs
Division of Local Government Services

AUTH 2003-1

8/15/2003

Notice Number

Date

LOCAL FINANCE NOTICE

JAMES E. MCGREEVEY
GOVERNOR

SUSAN BASS LEVIN
COMMISSIONER

MATTHEW U. WATKINS
DIRECTOR

2004 Authority Budget Document

Enclosed are two sets of the 2004 Authority Budget, Capital Budget, Supplemental Schedule forms and Budget Instructions.

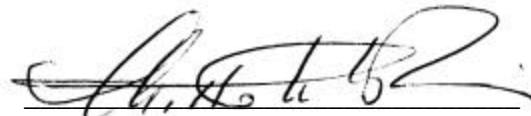
The use of the enclosed standardized budget forms should provide for an efficient and successful budget process. These forms can also be downloaded at www.state.nj.us/dca/lgs/authreg/authmenu.htm. They have been developed so that the ensuing year's proposed operations of each enterprise function will be fully disclosed. It is imperative that each authority file a separate fiscal year budget for each type of operation being provided by the authority, pursuant to N.J.A.C. 5:31-2.1(j).

If Internet access is not available, the authority may request a computer disc to assist in the preparation of its 2004 Authority Budget. To obtain a disc, please call the Bureau of Authority Regulation at the phone number listed below.

A detailed review of the enclosed forms should be made prior to attempting to complete them. It is recommended as a procedural matter, that the Supplemental Schedules be completed first, and then transfer the data to the appropriate cross-index information in the Annual and Capital Budgets. A 2004 Authority Package Transmittal Check List has been enclosed for your use to ensure that the proper documentation is submitted to the Division for its review.

The budget submission date is established pursuant to statute and has been codified in N.J.A.C. 5:31-2.3 and requires that each authority transmit two certified copies of its annual budget to the Director of the Division of Local Government Services at least 60 days prior to the end of its current fiscal year. Also two certified copies of the entire adopted budget, including pages 7 and 8, must be submitted to the Division within five days of the adoption.

Finally, I would like to encourage each authority to make the 2004 budget submission the most timely budget it has prepared. In helping you accomplish your objectives, the Bureau of Authority and Regulation is available to assist you and may be reached at (609) 984-0132 or by e-mail at dlgs@dca.state.nj.us.



Matthew U. Watkins, Director
Division of Local Government Services

Enclosure

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