

New Jersey Department of Community Affairs
Division of Local Government Services

FD 2003-1

8/15/2003

Notice Number

Date

LOCAL FINANCE NOTICE

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GOVERNOR

SUSAN BASS LEVIN
COMMISSIONER

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DIRECTOR

2004 Fire District Budget Document

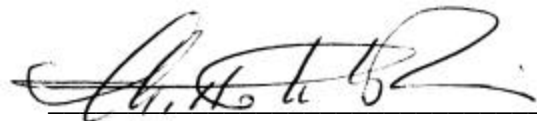
Enclosed are two sets of the 2004 Fire District Budget, including Supplemental Schedules, Budget Instructions and Calendar.

The use of the enclosed standardized budget forms should provide for an efficient and successful budget process. These forms can be downloaded from the Internet at www.state.nj.us/dca/lgs/authreg/authmenu.htm. They have been developed so that the ensuing year's proposed operations of each fire district will be fully disclosed to the voters of that district. 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, then transfer that data to the appropriate cross-index information in the Annual Budget. A 2004 Fire District Transmittal Check List has been enclosed, to insure the proper documentation is submitted to this Division.

If Internet access is not available the Fire District may request a computer disc to assist in the preparation of its 2004 Budget. To obtain a disc, please call the Bureau of Authority Regulation at the phone number listed below. The budget submission date is established pursuant to N.J.A.C. 5:31-2.4(e) and requires that each fire district 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 annual election. Also, two certified copies of the entire adopted budget, including pages 11 and 12, must be submitted to the Division within five days of adoption.

If the Fire District has placed on the ballot a Length of Service Award Program (LOSAP) question, the preparer of these forms should also be alerted to the insertion of page 3a of the Budget message, question number 7. Question number 7, which must be answered the initial year that LOSAP is approved, pertains to the first year funding of a LOSAP appropriation. Every year thereafter, the preparer does not have to answer this question.

Finally, I would like to encourage each fire district to utilize the 2004 Fire District Budget Calendar's "Suggested Dates" in preparing and submitting the ensuing year's budget. In helping you to 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

Enclosures

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