

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
 DIVISION OF LOCAL GOVERNMENT SERVICES
**CHECKLIST FOR INCLUSION OF SPECIAL ITEMS OF REVENUES
 IN MUNICIPAL BUDGETS**

Check the boxes indicating the type(s) of Special Item(s) of revenue to be included in your municipal budget. Below each special item is a list of information required by the Division for approval of the Special Item(s) of Revenue. Submission of all supporting documentation is required with the budget. Special Item of revenue resolutions are not required.

Use this checklist in the preparation of your budget. This sheet must be signed by the Chief Financial Officer and submitted to the Division with the supporting documentation.

Special Item of revenue & Required Supporting Documentation

Name of Municipality: _____ County: _____

- Non-Cash Surplus:**
- Certified Analysis of Non-Cash Surplus

- Increase in Fees & Rates: Current Fund & Utilities:**
 Examples: Uniform Construction Code Fees, Recreation Fees, Alcoholic Beverage License Fees, Local Fire Inspection Fees, Water Rates, Sewer Rates and Solid Waste Rates
- Certified Adopted Old Fee/Rate Ordinance
- Certified Adopted New Fee/Rate Ordinance
- Certified Calculation by Chief Financial Officer Supporting Fee Requested

- Host Community Fees:**
- Executed Contract
- Certified Calculation by Chief Financial Officer Supporting Fee Requested

- Cable TV Franchise Fees:**
- Copy of Check or Certification of Chief Financial Officer as to Receipt and Day of Deposit

- Grants: Federal, State and County**
 Examples: Federal Emergency Management Grant, Clean Community Grant, DEPE Matching Fund Grant, Highway Safety Grant, Public Health Priority Grant, Municipal Alliance Grant
- Executed Agreement or Notice of Grant Obligation

- Sale of Municipal Property/Asset:**
- Sale in Current Year: Executed Agreement
- Certification of Chief Financial Officer Property/
 Asset sold is unencumbered and not pledged
 To any outstanding debt pursuant to N.J.S.A. 40A:12-17

- Payment in Lieu of Taxes (PILOTS):**
- If Additional or new from prior years cash realization, require executed agreement & calculation certified by Chief Financial Officer.

- Interfunds:**
- If cash amount stated at year end is insufficient to liquidate interfund, show proof of cash available to liquidate interfund.

Certification of Chief Financial Officer:

I hereby certify that I have reviewed this checklist and have submitted the documentation required for approval by the Division.

Signature, Chief Financial Officer *License#*

Printed Name, Chief Financial Officer

Date