

Extraordinary Aid Application - SFY 2004
Division of Local Government Services
Department of Community Affairs

OPEN PUBLIC RECORDS DISCLAIMER: The information disclosed in this application, including information disclosed in accompanying documents or other attachments submitted with or prior to submission of this application, is a government record pursuant to the Open Records Act (P.L. 2001, Chapter 404, N.J.S. 47:1A-1 et seq.).

General Instructions: This application must be completed in its entirety and submitted by August 18, 2003 for funding consideration under this program. Information contained in the application is subject to independent verification by DLGS. Refer to Local Finance Notice for additional information.

Name of Municipality: _____ County: _____

Contract Person: _____ Title: _____

Phone: _____ Fax: _____

I. Aid History

List amount of Discretionary Aid received for the last four years, if any:

2003: _____ 2002: _____

2001: _____ 2000: _____

II. Aid Request

How much aid is being requested for this year: \$ _____

An aid request does not constitute guarantee of receipt of any funds.

III. Submission Requirements

Without exception, the following items must be submitted with or prior to submission of this application. Indicate date of submission of each.

Item	Date Submitted
SFY 2003 Annual Financial Statement	
SFY 2002 Annual Audit	
SFY 2002 Audit Corrective Action Plan	
SFY 2004 Introduced Budget	

IV. Application Certification

The undersigned herewith certify that they have reviewed this application and, to the best of their ability find its contents to be true and that it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance:

Official	Signature	Date
Mayor		
Governing Body Presiding Officer		
Chief Financial Officer		
Registered Municipal Accountant		

V. Explanation of Need for Extraordinary Aid

- A. Explain the extraordinary circumstances that require the need for special municipal aid for FY 2004 in narrative terms. Detail the fiscal conditions that changed from the previous year that necessitate this request. Use additional sheets if necessary.

VI. Historical Fiscal Statistics – Must be completed in its entirety

ITEM	Actual FY 2002	Actual FY 2003	Introduced FY 2004
1. Property Tax Rates			
Municipal tax rate			
School tax rate			
County tax rate			
Open Space tax rate			
All other unit tax rates			
TOTAL (all units) tax rate			
2. Property Tax Levies			
Municipal Purposes			
School purposes (all)			
County			
Total tax levy			
Total general appropriations (sheet 29, line 9)			
3. Cash Status Information			
% of current taxes collected	%	%	
% used in computation of reserve	%	%	%
Reserve for uncollected taxes			
Total year end cash surplus			
Total non-cash surplus			
Year end deferred charges			
4. Assessment Data			
Assessed value (as of 7/1)			
Average Assessment - single family property			
Number of tax appeals granted			
Amount budgeted for tax appeals			
Amount of refunding bonds for tax appeals			
5. Staffing Levels			
Uniformed Police – Staffing total			
Total S&W Expenditures	\$	\$	\$
Uniformed Fire – Staffing total			
Total S&W Expenditures	\$	\$	\$
All Other Employees – Staffing total			
Total S&W Expenditures	\$	\$	\$

VI. FY 2004 Budget Information

A. Year of latest revaluation/reassessment: _____

B. Proposed Budget - Cap Information

Item	Yes	No
1. Was a budget cap index rate ordinance adopted for FY 2004? If yes: % that was used		
%		
2. Amount of cap bank available going into FY 2004		
\$		
3. Is the FY 2004 budget at cap? If NO, amount of remaining balance		
\$		
4. Does the FY 2004 budget anticipate use of a surplus waiver to exceed the cap? If yes, amount:		
\$		
5. Was a referendum conducted to exceed the cap held?		

List the five largest items of SFY 2004 appropriation increases:

Appropriation	SFY 2003 Expended	SFY 2004 Proposed	Amount of Increase

List all new full time positions planned in SFY 2004

Department/Agency	Position	Number	Dollar Amount

VIII. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?		
2. Is an encumbrance system used for other funds?		
3. Is a general ledger maintained for the current fund?		
4. Is a general ledger maintained for other funds?		
5. Are financial activities largely automated?		
6. Does the municipality operate the general public assistance program?		
7. Are expenditures controlled centrally (yes) or de-centrally by department (no)?		
8. At any point during the year are expenditures routinely frozen?		
9. Has the municipality adopted a cash management plan?		
10. Have any negative findings in the prior year's audit report been corrected?		

B. Risk Management

Question	Yes	No
1. Is the municipality a member of a joint insurance fund? If yes, list the risks that are insured by a JIF: i.e., liability, workers, comp, health, etc.)		
2. Is the municipality self-insured for any risks (not through a JIF) ? If yes, list them:		
3. Is the municipality commercially insured for major risks? i.e., liability, workers, comp, health, etc.) If yes, list them:		

VIII. Financial Practices (continued)

C. Salary and Employee Contract Information (when more than one bargaining unit for each category, use average)

Question	Police	Fire	Other Contractual	Non-Contract/Management
Year of last salary increase				
Average percentage increase	%	%	%	%
Last contract settlement date				
Contract expiration date				
Increases included in FY2004 Budget	%	%	%	%

D. Tax enforcement practices:

1. Date of last tax sale: _____
2. Does the municipality use the accelerated tax sale program: _____
3. When was the last foreclosure action taken or tax assignment sale held: _____
4. During 2004, on what dates were tax delinquency notices sent out:

E. Other Financial Practices

1. Amount of interest on investment earned in:
 2002: _____ 2003: _____
 Anticipated in 2004: _____
2. List the instruments in which idle funds are invested:

3. What was the average return on investments during FY 2003: _____%
4. When was the last time fee schedules were reviewed and updated: _____

IX. Service Delivery

A. List all services and the organization for which the municipality contracts with another government agency. Include all Interlocal Service Agreements, informal shared services, and memberships in cooperative purchasing program. Use additional sheets if necessary

B. List the services and the name of the organization which have been contracted or outsourced to private or non-profit organizations