

Municipal Clerks, County Clerks, and Other LGE Representatives FAQ

****Please first read [LFN 2020-03](#) for more detailed instructions**

Q1. I am the new LGE Representative. How do I obtain a login to manage the roster?

A. If you are a new LGE representative, or if your email has changed, the Local Finance Board staff will be able to assist you in making these updates. Contact the Local Finance Board staff by calling (609) 292-4537 or by email at LFB_FDS@dca.nj.gov.

Q2. My municipality's contact information has changed. How do I update it?

A. After you log in as the LGE Representative, go to the 'Edit Local Government Entity Profile' page. You will be able to edit most of your information. You will not, however, be able to change your login ID. If there is a new LGE representative, or if your email has changed, contact the Local Finance Board staff by calling (609) 292-4537 or by email at LFB_FDS@dca.nj.gov.

Q3. I have newly appointed LGOs that are not on last year's roster. How do I add them and how do I get a PIN # for them?

A. To add new LGOs, click on the "Add LGO" button at the bottom of the Roster listing screen and complete the fields in the "Local Government Officer (LGO) Information" box. After pressing the save button, a PIN# will be generated. After the PIN# is generated, complete the "Add/Edit LGO Position" box with the position the LGO holds. Be sure to distribute the PIN # to the LGO.

Q4. Can I change a LGO's e-mail address?

A. Yes. LGOs are unable to edit their own e-mail address, but LGE Representatives are able to edit their LGOs e-mail addresses, if needed. If you need to edit a LGO's e-mail address, you can edit the existing information by logging in as the LGE Representative, going to the 'Manage LGO Roster' button, clicking on the 'Edit' button under the 'Actions' column to the far right next to the LGO's name in the roster listing, clicking the 'Edit Profile' button, editing the e-mail address, and clicking save.

Q5. Can I edit the LGO's term dates?

A. Yes. LGOs are unable to edit the term dates on their own FDS, but LGE Representatives are able to edit their LGO's term dates. If you need to edit an LGO's term dates, you can edit the existing information by logging in as the LGE Representative, going to the 'Manage LGO Roster' button, clicking on the 'Edit' button under the 'Actions' column to the far right next to the LGO's name in the roster listing, clicking on "edit" under the "List of Positions Held" section, and editing the fields labeled as "effective from" and "effective to." Click "save" once the new dates have been entered.

Q6. The former Business Administrator has retired. What do I do with the former Business Administrator's information on the roster?

A. For any LGO who no longer serves in any position in your entity, click on the 'Manage LGO Roster' button, clicking on the 'Edit' button under the 'Actions' column to the far right in the roster listing next to the LGO's name in the roster listing, and check the 'Inactive' box on the LGO Information Page.

Q7. How do I reactivate a former LGO who was marked INACTIVE?

A. For any LGO who was previously marked as INACTIVE on the roster, you will not be able to reactivate the former LGO. Instead, please add the LGO to the roster as if he or she were a new LGO. This will generate a new PIN.

Q8. An LGO was a member of the Borough Council last year. This year, the LGO is still on the Borough Council, but was also appointed as a member of the Planning Board. Do I have to create a whole new entry for the new position?

A. No. To add a new position for an existing LGO, login as the LGE Representative, go to the 'Manage LGO Roster' button, click on the 'Edit' button under the 'Actions' column to the far right next to the LGO's name in the roster listing, and add the new position information in the 'Add LGO position' box. Be sure to press the "save" button after adding the position. The LGO can then login and submit the FDS without needing to add an additional PIN.

Please note that if you add a position to an existing LGO's profile after he or she has submitted their FDS for that filing year, he or she will have to resubmit the FDS to ensure that the position is reflected on the FDS.

Q9. An LGO was a member of the Planning Board and on the Borough Council last year. This year, the LGO is no longer serving on the Planning Board but is still on the Borough Council. Do I have to mark the whole profile as INACTIVE?

A. No. You should only mark the profile as INACTIVE if the LGO no longer serves the local government in any capacity. If he or she is still serving in any position, then you can delete the positions he or she is no longer holding. To delete a position – but not ALL positions – login as the LGE Representative, go to Manage LGO Roster, click on the 'Edit' button under the 'Actions' column to the far right next to the LGO's name in the roster listing, and click on the Delete button for each position to be deleted.

Q10. I'm unsure if certain positions are required to file an FDS. What should I do?

A. Individuals are required to file the FDS if they meet any parts of the definition of Local Government Officer contained in the statute (N.J.S.A. 40A:9-22.3.g) as follows:

- (1) elected to any office of a local government agency;
 - (2) serving on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances;
 - (3) who is a member of an independent municipal, county or regional authority;
- or (4) serve in a position which appears on the list of titles under the Board's rules found in N.J.A.C. 5:35-2.1, and which can also be found on page six of LFN 2020-03.

If, after reviewing the above, you still have questions as to whether a certain position is required to file the FDS, please consult your entity's counsel.

Q11. I am the Acting Municipal Clerk. Am I required to file?

A. Yes. LGOs in acting titles, or those who are doing the duties of the titles required to file per N.J.A.C. 5:35-2.1, which can also be found on page six of LFN 2020-03, are required to file the FDS.

Q12. I prefer to maintain paper copies of the FDS forms. Am I prohibited under the new filing procedure from maintaining paper or electronic copies of the forms?

A. No. Such a practice is considered by DLGS to be a local determination. The FDS forms will be immediately searchable at the DLGS web site and you are free to print or download them from that source. However, in the interest of not confusing LGOs concerning the online filing process, you should not request LGOs to file paper or electronic copies with your office. Be mindful that the only FDS forms considered FILED are those forms that are submitted online. Also, bear in mind that if you choose to maintain copies of the FDS forms you may have responsibility under the Open Public Records Act for disclosure of FDS forms.

Q13. What is the deadline to complete the LGO roster?

A. For 2020, rosters must be completed on or before **March 27, 2020** as LGOs will be able to file starting March 30, 2020. If you are having a unique problem meeting this deadline, please contact the Local Finance Board.

Q14. When I add LGOs to the roster there is a “Category” dropdown menu that includes an “Other” option. What does “Other” mean?

A. When adding an LGO to your LGO roster, a dropdown menu will appear for you to identify the category of public service that best describes the LGO. The categories are derived from N.J.S.A. 40A:9-22.3(g). The “Other” category in the dropdown menu is an abbreviated reference to persons who serve on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances. Planning/zoning board members and Board of Health members, for example, would be included in this category.

“Independent authority” in the same dropdown menu includes municipal and county utility authorities, regional authorities, joint meetings, joint insurance funds, etc.

Q15. When I add LGOs to the roster there is an empty field for “Position Held.” How should I complete this field?

A. You should describe the “position held” the way that your entity typically refers to them. For example, “position held” might be described as “committeeman,” “council member,” “borough administrator,” or “executive director.”

Please note that “position held” is a mandatory field. If you leave the field blank, your LGO will not be able to file the FDS.

Q16. When I add LGOs to the roster there is an empty field for “Board/Agency.” How should I complete this field?

A. You should describe the “board/agency” the way that your entity typically refers to them. The “board/agency” might be described as “governing body,” “planning board,” “municipal utility authority,” “JIF,” or some other variation.

Please note that “board/agency” is a mandatory field. If you leave the field blank, your LGO will not be able to file the FDS.