

CTM SYSTEM

Trust Fund Unit Fact Sheets Presentation



Revised June 2019

!!! ATTENTION !!!

- Please Note: CTM Training Sessions are NOT available at this time.
- This CTM Training Session will deal exclusively with CTM data web-based site.
- Thank You for Your Cooperation in this Matter!
- Now, Let's Begin...



Trust Fund

- Each municipality has a trust fund section within the CTM System which is used to record all financial data with regard to a municipality's affordable housing activities.
- The main trust fund screen is divided into three (3) sections:
 - Trust Fund General Data
 - Trust Fund Accounting Data
 - Trust Fund Report Preparer's Information

Trust Fund General Data

- The Trust Fund General Data section contains the following information:
 - Trust Fund Bank information;
 - Development Fee information;
 - Spending Plan information;
 - Account Frozen/Release information;
 - Last Bank Statement information;
 - Comment Section; and
 - Residential Fee information.
- Note: Numerous reports are derived from the General Data section.

General Data Section Cont'd

Trust Fund

Municipality:			County - Muni Code:			
Trust Fund Bank:	Add New Bank		Bank Name	Account Number	Address	Escrow Agreement Original Date
	Edit	Remove	Bank of America		Manager, 4 East Ramapo Avenue, Mahwah, NJ, 07430	06/05/2001
Date COAH Approved Dev. Fee Ordinance: (Original)	3/9/1998		Most Recent:	10/4/2006		<p>If your current bank is not listed here, a new Escrow Agreement is needed.</p>
Date Municipality Adopted Dev. Fee Ordinance: (Original)	4/30/1998		Most Recent:	1/15/2007		
Date COAH Approved Spending Plan: (Original)	8/18/1999		Most Recent:	9/7/2005		
Date Account Frozen:						
Date Account Released:						
Date of Last Bank Statement:	12/31/2008		After 2013 Annual Monitoring , this date MUST read 12/31/2013.			
Comments:	escrow was with Fleet				General information regarding the Trust Fund is added here.	
May Retain Non Residential Fees:	<input checked="" type="checkbox"/>					
Residential %:	1	Non Residential %:	2.5			<p>Residential Fee information derived from the Development Fee Ordinance is added here.</p>
"d" Variance Residential:		"d" Variance Non Residential:				



Trust Fund Accounting Data

- The Trust Fund Accounting Data section is where the Trust Fund Report Preparer records all financial data with regard to the municipality's affordable housing activities.
- The Period From/To Date fields can be used to show totals for a specific time period.
- There are five subsections in which financial data can be entered. They are:
 - Total Income, Administrative Costs, Affordability Assistance, Barrier Free Conversions and Housing Activity.
- Note: Numerous reports are derived from the Accounting Data section.

Accounting Data Section Cont'd

Trust Fund			
Total Income:		\$3,693,638.07	Open 
Administrative Costs		\$408,683.23	Open
Affordability Assistance		\$9,000.00	Open
Barrier Free Conversions		\$0.00	Open
Housing Activity		\$991,976.20	Open
Total Expenditures:		\$1,409,659.43	
Balance in The Account:		\$2,283,978.64	

- By clicking “Open” on the far right of each subsection, you can open the next sublevel of each category.

Fee Collection Summary		
	Source	Income for the Period
Open	Barrier Free Escrow	0.00
Open	Development Fees	2,812,600.27
Open	Interest Earned	187,757.24
Open	Other Income	693,280.56
Open	Payments in Lieu of Construction	0.00
	Total Transactions:	3,693,638.07
		Return



- Once you have identified the category you need, click “Open” on the far left of the category.

Accounting Data Section Cont'd

Add						
Municipality:		County - Muni Code:				
Development Fees						
	Date	Block	Lot	Address	Type	Amount
Edit	12/31/1999				Mixed Use	13,695.00
Edit	12/31/2000				Mixed Use	69,018.50
Edit	12/31/2001				Mixed Use	111,478.64
Edit	12/31/2002				Mixed Use	68,283.75
Edit	12/31/2003				Mixed Use	253,399.85
Edit	12/31/2004				Mixed Use	288,213.25
Edit	12/31/2005				Mixed Use	137,163.00
Edit	01/10/2006	162	229-07	114 Fardale Avenue	Residential	3,250.00
Edit	01/19/2006	63	10-02		Non Residential	12,150.00
Edit	01/25/2006	21-09	5	18 Patrick Brem Court	Residential	4,000.00
Edit	01/30/2006	12	2	7 Split Rock Road	Residential	2,786.06
Edit	01/30/2006	1	21	Snow Mountain Road	Residential	1,600.00
Edit	01/31/2006	18	21	805 Darlinton Avenue	Residential	2,963.75
Edit	02/10/2006	162	20-03	15 Smokehouse Lane	Residential	5,100.00

Any field left blank will result in the municipality receiving an "Incomplete" status for the Monitoring Year!



- At this final level, you have the option to “Edit” an existing entry.
- To EDIT: Click the Edit button on the left of the entry.
- Note: Each field MUST contain data.
- Starting with the 2013 Annual Monitoring Year, any field left blank will result in the municipality receiving a status of “Incomplete” for the Annual Monitoring Year.
- Once all entries are verified by COAH staff and deemed Complete, the municipality will receive a “Complete” status for the Annual Monitoring Year.

Accounting Data Section Cont'd



Development Fees						
	Date	Block	Lot	Address	Type	Amount
<input type="button" value="Edit"/>	12/31/1999				Mixed Use	13,695.00
<input type="button" value="Edit"/>	12/31/2000				Mixed Use	69,018.50
<input type="button" value="Edit"/>	12/31/2001				Mixed Use	111,478.64
<input type="button" value="Edit"/>	12/31/2002				Mixed Use	68,283.75
<input type="button" value="Edit"/>	12/31/2003				Mixed Use	253,399.85
<input type="button" value="Edit"/>	12/31/2004				Mixed Use	288,213.25
<input type="button" value="Edit"/>	12/31/2005				Mixed Use	137,163.00
<input type="button" value="Edit"/>	01/10/2006	162	229-07	114 Fardale Avenue	Residential	3,250.00

Any field left blank will result in the municipality receiving an "Incomplete" status for the Monitoring Year!

Date: *
 Type: ▼ *
 Block: .
 Lot: .
 Qualifier Number:
 Unit/Apt#:
 Address:
 Amount: *

Monitoring Comments:

- At this final level, you have the option to “Add” a new entry.
- To ADD: Click the Add button at the top of the screen.
- Note: The New Entry fields will appear at the bottom of the screen.
- The Date, Block, Lot, Address, Type and Amount fields MUST contain data. The Comment field is for your use only.
- Then “Save” your entry.
- Starting with the 2013 Annual Monitoring Year, any field left blank will result in the municipality receiving a status of “Incomplete” for the Annual Monitoring Year.
- Once all entries are verified by COAH staff and deemed Complete, the Municipality will receive a “Complete” status for the Annual Monitoring Year.

Trust Fund Report Preparer Information

- The Trust Fund Report Preparer Information section lists those individuals allowed to update the municipality's Trust Fund Records within the CTM System.
- These individuals have taken COAH's In-house Training Session or have completed the On-line Training Course.
- COAH allows a total of three individuals to have this role in each municipality. The Primary Trust Fund Report Preparer MUST be a municipal employee.
- A municipality may designate up to two Secondary Trust Fund Report Preparers.
- If the information listed is incorrect, please contact COAH at COAHAdmin@dca.nj.gov.

	Contact Name	Role
<input type="button" value="View"/>	<input type="text"/>	Trust Fund Report Preparer II
<input type="button" value="View"/>	<input type="text"/>	Trust Fund Report Preparer