

## MONTHLY FILING INSTRUCTIONS

1. Monthly Statement of Debt Obligations and Capital Leases in Compliance with N.J.A.C. 13:69D-1.6 (DGE-155)

- a. The Monthly Statement of Debt Obligations and Capital Leases in Compliance with N.J.A.C. 13:69D-1.6, Form DGE-155, shall be prepared as follows:

<u>Column</u>	<u>Description</u>
(a)	Each debt component (short-term and long-term) shall be individually listed. For lines 1-9, enter a short description for each debt component, including the type of debt, interest rate and maturity date. For subsequent reporting months, each line item should be identified by the same description previously utilized. All capital leases may be grouped collectively and reported under total capital leases (line 11).
(b)	For lines 1-9, and 11, enter the outstanding amount, including current maturities, of all debt components and capital leases at the beginning of the current month.
(c)	For lines 1-9, and 11, enter the net amount of any additional borrowings and repayments made for the current month. For the purposes of this form, the satisfaction of interest obligations through the issuance of debt is considered a borrowing.
(d)	For lines 1-9, and 11, enter the amount, including current maturities of all of all debt components and capital leases as of the end of the current month. This should be the net of columns (b) and (c).

- b. The total debt component in lines 10(b), 10(c), 10(d), must equal the sum of lines 1 through 9 for columns (b), (c) and (d), respectively.
- c. The total debt component and capital leases, in lines 12(b), 12(c) and 12(d), must equal the sum of lines 10 and 11 for columns (b), (c) and (d), respectively.
- e. Information describing the nature and amount of all guarantees provided by the licensee in conjunction with the debt obligations of others should be shown in an attachment.
- f. The DGE-155 is due at 9:00 AM on the 10<sup>th</sup> day following the end of the month and should be filed electronically to [ofi@njdge.org](mailto:ofi@njdge.org).