

2016 MUNICIPAL DATA SHEET

(MUST ACCOMPANY 2016 BUDGET)

MUNICIPALITY: BOROUGH OF ELMER

COUNTY: SALEM

<u>JOSEPH P. STEMBERGER</u> Mayor's Name	<u>12/31/19</u> Term Expires
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Governing Body Members	
Name	Term Expires
<u>LEWIS M. SCHNEIDER</u>	<u>12/31/18</u>
<u>LYNDA DAVIS</u>	<u>12/31/16</u>
<u>CYNTHIA L. NOLAN</u>	<u>12/31/17</u>
<u>R. MATTHEW RICHARDS</u>	<u>12/31/17</u>
<u>STEVEN A. SCHALICK</u>	<u>12/31/16</u>
<u>JAMES W. ZEE III</u>	<u>12/31/18</u>

Municipal Officials	
<u>SARAH D. WALKER</u> Municipal Clerk	{ <u>9/1/2015</u> { Date of Orig. Appt. { <u> </u> { Cert No.
<u>JOANNE EDDY</u> Tax Collector	<u>T1399</u> Cert No.
<u>CYNTHIA A. STRANG</u> Chief Financial Officer	<u>NO226</u> Cert No.
<u>RAYMOND COLAVITA</u> Registered Municipal Accountant	<u>423</u> License No.
<u>BRIAN J. DUFFIELD</u> Municipal Attorney	

Official Mailing Address of Municipality

BOROUGH OF ELMER
P. O. BOX 882, 120 S. MAIN STREET
ELMER, NEW JERSEY 08318

Fax #: (856) 358-8019

Please attach this to your 2016 Budget and mail to:

Director, Division of Local Government Services
 Department of Community Affairs
 P. O. Box 803
 Trenton, NJ 08625

Division Use Only
Municode: <u> </u>
Public Hearing Date: <u> </u>

2016 MUNICIPAL BUDGET

Municipal Budget of the BOROUGH of ELMER, County of SALEM for the Fiscal Year 2016

It is hereby certified that the Budget and the Capital Budget annexed hereto and hereby made a part hereof is a true copy of the Budget and Capital Budget approved by resolution of the Governing Body on the 9th day of March, 2016 and that public advertisement will be made in accordance with the provisions of N.J.S. 40A:4-6 and N.J.A.C. 5-30-4.4(d).

Certified by me, this 9th day of March, 2016.

Sarah D. Walker 

Clerk

P. O. Box 882

Address

Elmer, New Jersey 08318

Address

(856) 358-4010

Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, and the total of anticipated revenues equals the total of appropriations.

Certified by me, this 9th day of March, 2016.

Raymond Colavita 

Registered Municipal Accountant

PO-Box 799

Address

Williamstown, New Jersey 08094

Address

(856) 629-1040

Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, the total of anticipated revenues equals the total of appropriations and the budget is in full compliance with the Local Budget Law, N.J.S. 40A:4-1 et seq.

Certified by me, this 9th day of March, 2016.

Cynthia A. Strang 

Chief Financial Officer

DO NOT USE THESE SPACES

CERTIFICATION OF ADOPTED BUDGET

(Do not advertise this certification form)

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the amount to be raised by taxation for local purposes has been compared with the approved Budget previously certified by me and any changes required as a condition to such approval have been made. The adopted Budget is certified with respect to the foregoing only.

STATE OF NEW JERSEY
Department of Community Affairs
Director of Division of Local Government Services

Dated: _____, 2016 By: _____

It is hereby certified that the Approved Budget made part hereof complies with the requirements of law, and approval is hereby given pursuant to N.J.S. 40A:4-79.

STATE OF NEW JERSEY
Department of Community Affairs
Director of Division of Local Government Services

Dated: _____, 2016 By: _____

MUNICIPAL BUDGET NOTICE

Section 1.

Municipal Budget of the BOROUGH of ELMER, County of SALEM for the Fiscal Year 2016.

Be It Resolved that the following statements of revenues and appropriations shall constitute the Municipal Budget for the year 2016;

Be It Further Resolved that said Budget be published in the **ELMER TIMES**

in the issue of March 31, 2016.

The Governing Body of the BOROUGH of ELMER does hereby approve the following as the Budget for the year 2016;

RECORDED VOTE
(insert last name)

AYES: Schneider
Nolan
Richards
Schalick
Zee

NAYS:

ABSTAINED:

ABSENT: Davis

Notice is hereby given that the Budget and Tax Resolution was approved by the **BOROUGH COUNCIL** of the **BOROUGH of ELMER, COUNTY of SALEM, on March 9, 2016.**

A Hearing on the Budget and Tax Resolution will be held at ELMER BOROUGH HALL, 120 S. MAIN STREET, on APRIL 13, 2016, at 7:30 o'clock p.m. at which time and place objections to said Budget and Tax Resolution for the year 2016 may be presented by taxpayers or other interested persons.

EXPLANATORY STATEMENT

SUMMARY OF CURRENT FUND SECTION OF APPROVED BUDGET

	YEAR 2016
General Appropriations for: (Reference to item and sheet number should be omitted in advertised budget)	XXXXXXXXXXXXXXXXXX
1. Appropriations within "CAPS" -	XXXXXXXXXXXXXXXXXX
(a) Municipal Purposes {(Item H-1, Sheet 19) (N.J.S. 40A:4-45.2)}	\$ 767,723.95
2. Appropriations excluded from "CAPS" -	XXXXXXXXXXXXXXXXXX
(a) Municipal Purposes {(Item H-2, Sheet 28) (N.J.S. 40A:4-45.3, as amended)}	152,105.49
(b) Local District School Purposes in Municipal Budget (Item K, Sheet 29)	
Total General Appropriations excluded from "CAPS" (Item O, Sheet 29)	152,105.49
3. Reserve for Uncollected Taxes (Item M, Sheet 29) - Based on Estimated <u>96.2</u> Percent of Tax Collections	114,769.56
Building Aid Allowance) 2016 - \$ _____	
for Schools - State Aid) 2015 - \$ _____	1,034,599.00
4. Total General Appropriations (Item 9, Sheet 29)	
5. Less: Anticipated Revenue Other Than Current Property Tax (Item 5, Sheet 11) (i.e. Surplus, Miscellaneous Revenues and Receipts from Delinquent Taxes)	410,719.00
6. Difference: Amount to be Raised by Taxes for Support of Municipal Budget (as follows):	XXXXXXXXXXXXXXXXXX
(a) Local Tax for Municipal Purposes Including Reserve of Uncollected Taxes (Item 6(a), Sheet 11)	623,880.00
(b) Addition to Local District School Tax (Item 6(b), Sheet 11)	
(c) Minimum Library Tax	

EXPLANATORY STATEMENT - (Continued)
SUMMARY OF 2015 APPROPRIATIONS EXPENDED AND CANCELLED

	General Budget	Water Utility	—— Utility	—— Utility
Budget Appropriations - Adopted Budget	\$ 1,030,339.53	\$ 253,904.00		
Budget Appropriations Adopted by N.J.S. 40:4-87	12,000.00	-		
Emergency Appropriations	-	-		
Total Appropriations	\$ 1,042,339.53	\$ 253,904.00		
<u>Expenditures:</u>				
Paid or Charged (including Reserve for Uncollected Taxes)	\$ 1,008,524.51	\$ 201,877.78		
Reserved	33,814.32	37,026.22		
Unexpended Balances Cancelled	0.70	15,000.00		
Total Expenditures and Unexpended Balance Cancelled	\$ 1,042,339.53	\$ 253,904.00		
Overexpenditures *				

**Explanation of Appropriations for
"Other Expenses"**

The amounts appropriated under the title of "Other Expenses" are for operating costs other than "Salaries and Wages."

Some of the items included in "Other Expenses" are:

Materials, supplies and non-bondable equipment;

Repairs and maintenance of buildings, equipment, roads, etc.;

Contractual services for garbage and trash removal, fire hydrant service, aid to volunteer fire companies, etc.;

Printing and advertising, utility services, insurance and many other items **essential** to the services rendered by municipal government.

* See Budget Appropriation Items so marked to the right of column "Expended 2015 Reserved."

EXPLANATORY STATEMENT - (Continued)
BUDGET MESSAGE

LEVY CAP SUMMARY

The following summarizes the levy CAP calculation for the 2016 budget:

Net prior year Amount to be Raised by Taxation for Municipal Purposes:	\$	601,328.00
Less: Prior Year Deferred Charges to Future Taxation Unfunded		1,044.39
Less: Prior Year Recycling Tax		<u>2,000.00</u>
Net Prior Year Tax Levy for Municipal Purpose Tax for Cap Calculation	\$	598,283.61
Plus: 2% CAP increase		<u>11,965.67</u>
Adjusted Tax Levy Prior to Exclusions	\$	<u>610,249.28</u>
Increased by Exclusions:		
Allowable Debt Service, Capital Leases and Debt Service Share of Cost Increase	\$	4,322.00
Recycling Tax Appropriation		<u>2,000.00</u>
Add Total Exclusions	\$	<u>6,322.00</u>
Less Cancelled or Unexpended Exclusions	\$	<u>0.70</u>
Adjusted Tax Levy After Exclusions	\$	616,570.58
Increased by Additions:		
Increased by New Ratable Adjustment to Levy (\$1,068,200 x \$.571)	\$	6,099.42
2015 Cap Bank Utilized in 2016		<u>1,200.00</u>
Maximum Allowable Amount to be Raised by Taxation	\$	<u>623,870.00</u>
Amount to be Raised by Taxation for Municipal Purposes	\$	623,870.00
Amount to be Raised by Taxation for Municipal Purposes Under/Over Cap (+/-)	\$	<u>0.00</u>

Sheet 3b (a)

NOTE:

MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:

1. HOW THE 1977 "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
2. 2010 "CAP" LEVY CAP WORKBOOK SUMMARY.
3. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if police s/w appears in the regular section and also under "Operations Excluded from "CAPS" section, combine the figures for purposes of citizen understanding.)
4. INFORMATION OR A SCHEDULE SHOWING THE AMOUNTS CONTRIBUTED FROM EMPLOYEES, THE EMPLOYER SHARE AND THE TOTAL COST HEALTH CARE COVERAGE (Refer to LFN 2011-4).

EXPLANATORY STATEMENT - (Continued)
BUDGET MESSAGE

THE LOCAL GOVERNMENT CAP LAW

Chapter 89, Public Laws of 1990 as amended, places limits on municipal expenditures. Commonly referred to as the Local Government CAP Law, it limits increases in municipal appropriations to the lesser of 5% or an annually computed variable percentage index rate which reflects increases in the basic costs of governmental operations (the index rate) over that appropriated for the previous year.

The CAP calculations upon which the 2016 budget was prepared are as follows:

THE LOCAL GOVERNMENT CAP LAW

Total General Appropriations:	\$	1,030,339.53
CAP Base Adjustment:		-
Exceptions Less:		
Total Other Operations	\$	5,000.00
Total Capital Improvements		1,000.00
Total Debt Service		87,828.00
Total Interlocal Service Agreements		44,500.00
Total Deferred Charges		1,044.39
Total Public and Private Programs		8,957.03
Transferred to Board of Education		8,312.00
Reserve for Uncollected Taxes		<u>119,884.11</u>
Total Exceptions		<u>276,525.53</u>
Amount on Which 3.5% CAP Is Applied	\$	753,814.00
3.5% CAP		<u>26,383.49</u>
Allowable Appropriations Before Additional Exceptions (N.J.S.A. 40A:4-45.3)	\$	780,197.49
Modifications:		
2014 Bank		22,579.23
2015 Bank		41,549.07
CAP Add-on: New Construction		<u>6,099.42</u>
Total General Appropriations for Municipal Purposes within 3.5% CAP	\$	<u>850,425.21</u>

Sheet 3b (b)

NOTE:

MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:

1. HOW THE 1977 "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
2. 2011 "CAP" LEVY CAP WORKBOOK SUMMARY.
3. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if police s/w appears in the regular section and also under "Operations Excluded from "CAPS" section, combine the figures for purposes of citizen understanding.)
4. INFORMATION OR A SCHEDULE SHOWING THE AMOUNTS CONTRIBUTED FROM EMPLOYEES, THE EMPLOYER SHARE AND THE TOTAL COST HEALTH CARE COVERAGE (Refer to LFN 2011-4).

	EXPLANATORY STATEMENT - (Continued) BUDGET MESSAGE	
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RECAP OF SPLIT FUNCTIONS

There are no split functions in the 2016 budget.

ANALYSIS OF NONRECURRING REVENUES

The 2016 budget has no known nonrecurring revenues.

Sheet 3b (c)

NOTE:

MANDATORY MINIMUM BUDGET MESSAGE MUST INCLUDE A SUMMARY OF:

1. HOW THE 1977 "CAP" WAS CALCULATED. (Explain in words what the "CAPS" mean and show the figures.)
2. 2010 "CAP" LEVY CAP WORKBOOK SUMMARY.
3. A SUMMARY BY FUNCTION OF THE APPROPRIATIONS THAT ARE SPREAD AMONG MORE THAN ONE OFFICIAL LINE ITEM (e.g. if police s/w appears in the regular section and also under "Operations Excluded from "CAPS" section, combine the figures for purposes of citizen understanding.)
4. INFORMATION OR A SCHEDULE SHOWING THE AMOUNTS CONTRIBUTED FROM EMPLOYEES, THE EMPLOYER SHARE AND THE TOTAL COST HEALTH CARE COVERAGE (Refer to LFN 2011-4).

CURRENT FUND - ANTICIPATED REVENUES

GENERAL REVENUES	FCOA	Anticipated		Realized in
		2016	2015	Cash in 2015
1. Surplus Anticipated	08-101	142,900.00	138,000.00	138,000.00
2. Surplus Anticipated with Prior Written Consent of Director of Local Government Services	08-102			
Total Surplus Anticipated	08-100	142,900.00	138,000.00	138,000.00
3. Miscellaneous Revenue - Section A: Local Revenues	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Licenses:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Alcoholic Beverages	08-103			
Other	08-104			
Fees and Permits	08-105			
Fines and Costs:	XXXXXX			
Municipal Court	08-110	57,000.00	57,000.00	59,033.17
Other	08-109			
Interest and Costs on Taxes	08-112	14,000.00	20,000.00	14,142.17
Interest and Costs on Assessments	08-115			
Parking Meters	08-111			
Interest on Investments and Deposits	08-113	2,500.00	2,500.00	3,065.86
Anticipated Utility Operating Surplus	08-114			

CURRENT FUND - ANTICIPATED REVENUES - (Continued)

GENERAL REVENUES	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
3. Miscellaneous Revenue - Section A: Local Revenues (continued)				
Total Section A: Local Revenues	08-001	73,500.00	79,500.00	76,241.20

CURRENT FUND - ANTICIPATED REVENUES - (Continued)

GENERAL REVENUES	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
3. Miscellaneous Revenues - Section B: State Aid without Offsetting Appropriations				
Transitional Aid	09-212			
Consolidated Municipal Property Tax Relief Aid	09-200	19,121.00	19,121.00	19,121.00
Energy Receipts Tax (P.L. 1997, Chapters 162 & 167)	09-202	107,432.00	107,432.00	107,432.00
Total Section B: State Aid without Offsetting Appropriations	09-001	126,553.00	126,553.00	126,553.00

CURRENT FUND - ANTICIPATED REVENUES - (Continued)

GENERAL REVENUES	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
3. Miscellaneous Revenues - Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations (N.J.S. 40A:4-36 and N.J.A.C. 5:23-4.17)	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Uniform Construction Code Fees	08-160			
Special Item of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Additional Dedicated Uniform Construction Code Fees Offset with Appropriations (N.J.S. 40A:4-45.3H AND N.J.A.C. 5:23-4.17)	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Uniform Construction Code Fees	08-160			
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations	08-002	-	-	-

CURRENT FUND - ANTICIPATED REVENUES - (Continued)

GENERAL REVENUES	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
3. Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services - Public and Private Revenues Offset with Appropriations:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Public Health Priority Funding - 1977	10-785			
N.J. Transportation Trust Fund Authority Act	10-865			
Recycling Tonnage Grant	10-701	2,227.83	2,728.42	2,728.42
Drunk Driving Enforcement Fund	10-745			
Clean Communities Program	10-725		4,000.00	4,000.00
Municipal Alliance on Alcoholism and Drug Abuse	10-703	4,178.00	4,178.00	4,178.00
Safe and Secure Communities Program - P.L. 1994, Chapter 220	10-704			
Neighborhood Preservation - Balance Housing	10-705			
Alcohol Education and Rehabilitation Fund				
Small Cities Grant	10-707			
Body Armor Fund	10-753	1,005.16	1,006.11	1,006.11
Comcast Franchise Renewal PEG Tech Grant	10-715		8,000.00	8,000.00

GENERAL REVENUES	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
SUMMARY OF REVENUES				
	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1. Surplus Anticipated (Sheet 4, #1)	08-101	142,900.00	138,000.00	138,000.00
2. Surplus Anticipated with Prior Written Consent of Director of Local Government Services (Sheet 4, #2)	08-102			
3. Miscellaneous Revenues:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Total Section A: Local Revenues	08-001	73,500.00	79,500.00	76,241.20
Total Section B: State Aid without Offsetting Appropriations	09-001	126,553.00	126,553.00	126,553.00
Total Section C: Dedicated Uniform Construction Code Fees Offset with Appropriations	08-002	-	-	-
Total Section D: Director of Local Government Services - Interlocal Municipal Service Agreements Special Items of General Revenue Anticipated with Prior Written Consent of	11-001	-	-	-
Total Section E: Director of Local Government Services - Additional Revenues Special Items of General Revenue Anticipated with Prior Written Consent of	08-003	-	-	-
Total Section F: Director of Local Government Services - Public and Private Revenues Special Items of General Revenue Anticipated with Prior Written Consent of	10-001	7,410.99	19,912.53	19,912.53
Total Section G: Director of Local Government Services - Other Special Items	08-004	4,800.00	49,046.00	49,246.58
Total Miscellaneous Revenues	13-099	212,263.99	275,011.53	271,953.31
4. Receipts from Delinquent Taxes	15-499	55,555.01	28,000.00	41,888.50
5. Subtotal General Revenues (Items 1, 2, 3 and 4)	13-199	410,719.00	441,011.53	451,841.81
6. Amount to be Raised by Taxes for Support of Municipal Budget:	XXXXXX			
a) Local Tax for Municipal Purposes Including Reserve for Uncollected Taxes	07-190	623,870.00	601,328.00	XXXXXXXXXX
b) Addition to Local District School Tax	07-191			
b) Minimum Library Tax	07-192			XXXXXXXXXX
Total Amount to be Raised by Taxes for Support of Municipal Budget	07-199	623,870.00	601,328.00	658,855.90
7. Total General Revenues	13-299	1,034,589.00	1,042,339.53	1,110,697.71

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations within "CAPS"	FCOA	Appropriated				Expended 2015	
		for 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
GENERAL GOVERNMENT FUNCTIONS							
Mayor and Council	20-110						
Salaries and Wages	20-110-1	19,055.00	19,455.00		19,055.00	18,955.00	100.00
Other Expenses	20-110-2	5,700.00	5,200.00		6,600.00	6,131.20	468.80
Municipal Clerk	20-120						
Salaries and Wages	20-120-1	12,100.00	18,846.00		18,646.00	18,221.36	424.64
Other Expenses	20-120-2	13,950.00	5,250.00		13,950.00	12,668.81	1,281.19
Elections	20-120						
Other Expenses	20-120-2	5.00	5.00		5.00	-	5.00
Financial Administration (Treasury)	20-130						
Salaries and Wages	20-130-1	17,371.00	17,371.00		16,921.00	16,921.00	-
Other Expenses	20-130-2	11,500.00	10,500.00		10,950.00	10,703.20	246.80

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations within "CAPS" - (continued)	FCOA	Appropriated				Expended 2015	
		for 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
Audit Services	20-135						
Other Expenses	20-135-2	10,000.00	10,000.00		10,000.00	10,000.00	-
Revenue Administration (Tax Collection)	20-145						
Salaries and Wages	20-145-1	12,921.00	12,921.00		12,121.00	11,921.00	200.00
Other Expenses	20-145-2	4,500.00	4,500.00		4,500.00	4,420.79	79.21
Tax Assessment Administration	20-150						
Salaries and Wages	20-150-1	11,921.00	11,921.00		11,921.00	11,921.00	-
Other Expenses	20-150-2	2,800.00	3,000.00		2,400.00	2,162.59	237.41
Legal Services	20-155						
Other Expenses	20-155-2	12,000.00	12,500.00		10,500.00	8,976.84	1,523.16
Engineering Services	20-165						
Other Expenses	20-165-2	4,500.00	3,000.00		4,500.00	3,307.94	1,192.06

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations within "CAPS" - (continued)	FCOA	Appropriated				Expended 2015	
		for 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
Public Buildings and Grounds	26-310						
Salaries and Wages	26-310-1	9,874.00	9,874.00		9,674.00	9,154.00	520.00
Other Expenses	26-310-2	15,000.00	15,000.00		15,000.00	13,056.34	1,943.66
Insurance							
Liability	23-210-2	27,644.00	25,476.00		23,876.00	23,766.00	110.00
Workers' Compensation Insurance	23-215-2	20,300.00	19,000.00		19,000.00	18,952.62	47.38
Technology	20-140						
Other Expenses	20-140-2	10,000.00	10,000.00		8,900.00	7,390.97	1,509.03
LAND USE ADMINISTRATION							
Land Use Board	21-180						
Salaries and Wages	21-180-1	4,657.00	6,665.00		6,665.00	6,665.00	-
Other Expenses	21-180-2	3,700.00	4,000.00		3,300.00	2,716.88	583.12

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations within "CAPS" - (continued)	FCOA	Appropriated				Expended 2015	
		for 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
Housing Inspections	22-195						
Salaries and Wages	22-195-1	4,995.00	3,151.00		3,151.00	3,151.00	-
Other Expenses	22-195-2	200.00	150.00		350.00	174.80	175.20
Fire Code Inspector (Uniform Fire Code)	25-265						
Salaries and Wages	25-265-1	7,540.00	7,540.00		7,540.00	7,518.56	21.44
Other Expenses	25-265-2	2,800.00	2,800.00		2,800.00	1,005.46	1,794.54
PUBLIC WORKS FUNCTION							
Streets and Road Maintenance	26-290						
Other Expenses	26-290-2	19,000.00	18,000.00		21,000.00	19,948.23	1,051.77
SANITATION FUNCTION							
Garbage and Trash Removal	26-305						
Other Expenses	26-305-2	88,534.00	86,034.00		87,534.00	87,412.98	121.02
Recycling	26-305						
Other Expenses	26-305-2	28,500.00	31,000.00		27,200.00	26,955.58	244.42

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations within "CAPS" - (continued)	FCOA	Appropriated				Expended 2015	
		for 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
HEALTH AND WELFARE FUNCTION							
Board of Health	27-330						
Salaries and Wages	27-330-1	7,548.00	7,764.00		7,564.00	6,885.90	678.10
Other Expenses	27-330-2	2,000.00	2,300.00		1,800.00	1,463.76	336.24
Animal Control Services	27-340						
Salaries and Wages	27-340-1	717.00	717.00		717.00	717.00	-
Other Expenses	27-340-2	4,000.00	4,000.00		4,000.00	3,806.00	194.00
RECREATION AND EDUCATION FUNCTION	28-370						
Other Expenses	28-370-2	11,500.00	11,500.00		10,500.00	7,701.40	2,798.60

CURRENT FUND - APPROPRIATIONS

8. GENERAL APPROPRIATIONS (A) Operations Excluded from "CAPS"	FCOA	Appropriated				Expended 2015	
		for 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
Public and Private Programs Offset by Revenues							
Recycling Tonnage Grant	41-701-2	2,227.83	2,728.42		2,728.42	2,728.42	-
Clean Communities Program							
Other Expenses	41-770-2		4,000.00		4,000.00	4,000.00	-
Municipal Alliance Program (PL 1989, c.74)							
State Share	41-703-2	4,178.00	4,178.00		4,178.00	4,178.00	-
Local Share	41-703-2	1,044.50	1,044.50		1,044.50	1,044.50	-
Body Armor Fund	41-753-2	1,005.16	1,006.11		1,006.11	1,006.11	-
Comcast Franchise Renewal PEG Tech Grant	41-715-2		8,000.00		8,000.00	8,000.00	-

DEDICATED WATER UTILITY BUDGET

14. DEDICATED REVENUES FROM WATER UTILITY	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
Operating Surplus Anticipated	08-501	51,400.00	52,100.00	52,100.00
Operating Surplus Anticipated with Prior Written Consent of Director of Local Government Services	08-502			
Total Operating Surplus Anticipated	08-500	51,400.00	52,100.00	52,100.00
Rents	08-503	201,000.00	200,000.00	231,287.33
Fire Hydrant Service	08-504			
Miscellaneous	08-505	1,700.00	1,804.00	2,944.15
Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Deficit (General Budget)	08-549			
Total Water Utility Revenue	08-599	254,100.00	253,904.00	286,331.48

* Note: Use pages 31, 32 and 33
for water utility only,
All other utilities use sheets 34, 35
and 36.

DEDICATED WATER UTILITY BUDGET - (continued)

* Note: Use Sheet 32 for Water Utility Only

11. APPROPRIATIONS FOR WATER UTILITY	FCOA	Appropriated				Expended 2015	
		f6r 2016	for 2015	for 2015 by Emergency Appropriation	Total for 2015 as Modified by All Transfers	Paid or Charged	Reserved
Operating:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Salaries and Wages	55-501	54,000.00	55,000.00		55,000.00	50,550.06	4,449.94
Other Expenses	55-502	138,400.00	138,404.00		138,404.00	118,833.26	19,570.74
Liability Insurance	55-503	7,400.00	5,500.00		5,500.00	5,374.00	126.00
Group Insurance for Employees	55-504						
Capital Improvements:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
Down Payments on Improvements	55-510						
Capital Improvement Fund	55-511	10,000.00	10,000.00		10,000.00	10,000.00	
Capital Outlay	55-512	35,000.00	35,000.00		35,000.00	7,650.00	12,350.00
Debt Service:	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Payment of Bond Principal	55-520						XXXXXXXXXX
Payment of Bond Anticipation Notes and Capital Notes	55-521						XXXXXXXXXX
Interest on Bonds	55-522						XXXXXXXXXX
Interest on Notes	55-523						XXXXXXXXXX

DEDICATED UTILITY BUDGET -(continued)

11. APPROPRIATIONS FOR UTILITY	FCOA	Appropriated						Expended 2015					
		for 2016		for 2015		for 2015 By Emergency Appropriation		Total for 2015 As Modified By All Transfers		Paid or Charged		Reserved	
Operating:	xxxxxxx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx
Salaries & Wages	55-501												
Other Expenses	55-502												
Capital Improvements:	xxxxxxx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx
Down Payments on Improvements	55-510												
Capital Improvement Fund	55-511					xxxxxxxxxxxx	xx						
Capital Outlay	55-512												
Debt Service	xxxxxxx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx	xxxxxxxxxxxx	xx
Payment of Bond Principal	55-520											xxxxxxxxxxxx	xx
Payment of Bond Anticipation Notes and Capital Notes	55-521											xxxxxxxxxxxx	xx
Interest on Bonds	55-522											xxxxxxxxxxxx	xx
Interest on Notes	55-523											xxxxxxxxxxxx	xx
												xxxxxxxxxxxx	xx

DEDICATED UTILITY BUDGET -(continued)

11. APPROPRIATIONS FOR UTILITY	FCOA	Appropriated				Expended 2015					
		for 2016	for 2015	for 2015 By Emergency Appropriation	Total for 2015 As Modified By All Transfers	Paid or Charged	Reserved				
Deferred Charges and Statutory Expenditures:	xxxxxxx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
DEFERRED CHARGES:	xxxxxxx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
Emergency Authorizations	55-530				xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
					xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
					xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
					xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
					xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
STATUTORY EXPENDITURES:	xxxxxxx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
Contribution to:											
Public Employees' Retirement System	55-540										
Social Security System (O.A.S.I.)	55-541										
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. seq.)	55-542										
Judgements	55-531										
Deficits in Operation in Prior Years	55-532				xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
Surplus(General Budget)	55-545				xxxxxxxxxxxx xx					xxxxxxxxxxxx xx	xxxxxxxxxxxx xx
TOTAL UTILITY APPROPRIATIONS	55-599										

DEDICATED ASSESSMENT BUDGET

14. DEDICATED REVENUES FROM	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
Assessment Cash	51-101			
Deficit (General Budget)	51-886			
Total Assessment Revenues	51-899			
15. APPROPRIATIONS FOR ASSESSMENT DEBT		Appropriated		Expended 2015 Paid or Charged
		2016	2015	
Payment of Bond Principal	51-920			
Payment of Bond Anticipation Notes	51-925			
Total Assessment Appropriations	51-999			

DEDICATED WATER UTILITY ASSESSMENT BUDGET

14. DEDICATED REVENUES FROM	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
Assessment Cash	52-101			
Deficit (General Budget)	52-885			
Total Water Utility Assessment Revenues	52-899			
15. APPROPRIATIONS FOR ASSESSMENT DEBT		Appropriated		Expended 2015 Paid or Charged
		2016	2015	
Payment of Bond Principal	52-920			
Payment of Bond Anticipation Notes	52-925			
Total Water Utility Assessment Appropriations	52-999			

DEDICATED ASSESSMENT BUDGET _____ UTILITY

14. DEDICATED REVENUES FROM	FCOA	Anticipated		Realized in Cash in 2015
		2016	2015	
Assessment Cash	53-101			
Deficit (_____ Utility Budget)	53-885			
Total _____ Utility Assessment Revenues	53-899			
15. APPROPRIATIONS FOR ASSESSMENT DEBT		Appropriated		Expended 2015 Paid or Charged
		2016	2015	
Payment of Bond Principal	53-920			
Payment of Bond Anticipation Notes	53-925			
Total _____ Utility Assessment Appropriations	53-999			

Dedication by Rider - (N.J.S. 40A:4-39) "The dedicated revenues anticipated during the year 2016 from Animal Control, State or Federal Aid for Maintenance of Libraries, Bequest, Escheat; Federal Grant; Construction Code Fees Due Hackensack Meadowlands Development Commission; Outside Employment of Off-Duty Municipal Police Officers; Unemployment Compensation Insurance; Reimbursement of Sale of Gasoline to State Automobiles; State Training Fees - Uniform Construction Code Act; Municipal Alliance on Alcoholism and Drug Abuse; Older Americans Act - Program Contributions;

Recreation Trust Fund; Developers' Escrow; Storm Recovery Trust;
Uniform Fire Safety Act Penalty Fees; William Haluszka Estate

are hereby anticipated as revenue and are hereby appropriated for the purposes to which said revenue is dedicated by statute or other legal requirement."

(Insert additional, appropriate titles in space above when applicable, if resolution for rider has been approved by the Director.)

APPENDIX TO BUDGET STATEMENT

CURRENT FUND BALANCE SHEET - DECEMBER 31, 2015

ASSETS		
Cash and Investments	1110100	\$ 771,387.84
Due from State of NJ (C. 20, PL 1981)	1111000	
Federal and State Grants Receivable	1110200	
Receivables with Offsetting Reserves:	XXXXXX	XXXXXXXX
Taxes Receivable	1110300	70,495.26
Tax Title Liens Receivable	1110400	10,810.50
Property Acquired by Tax Title Lien Liquidation	1110500	20,500.00
Other Receivables	1110600	14,923.48
Deferred Charges Required to be in 2016 Budget	1110700	-
Deferred Charges Required to be in Budgets Subsequent to 2016	1110800	-
Total Assets	1110900	\$ 888,117.08
LIABILITIES, RESERVES AND SURPLUS		
* Cash Liabilities	2110100	\$ 508,835.47
Reserve for Receivables	2110200	116,729.24
Surplus	2110300	262,552.37
Total Liabilities, Reserves and Surplus		\$ 888,117.08

School Tax Levy Unpaid	2220100	\$ 807,277.20
Less: School Tax Deferred	2220200	583,011.00
Balance Included in Above "Cash Liabilities"	2220300	\$ 224,266.20

COMPARATIVE STATEMENT OF CURRENT FUND OPERATIONS AND CHANGE IN CURRENT SURPLUS

		YEAR 2015	YEAR 2014
Surplus Balance, January 1	2310100	\$ 221,472.65	\$ 153,905.30
CURRENT REVENUE ON A CASH BASIS:			
Current Taxes * (Percentage collected: 2013: 96%, 2012: 96%)	2310200	2,889,360.81	2,896,486.96
Delinquent Taxes	2310300	41,888.50	95,824.84
Other Revenues and Additions to Income	2310400	390,620.76	439,223.68
Total Funds	2310500	\$ 3,543,342.72	\$ 3,585,440.78
EXPENDITURES AND TAX REQUIREMENTS:			
Municipal Appropriations	2310600	\$ 922,454.72	\$ 1,016,500.77
School Taxes (Including Local and Regional)	2310700	1,337,150.00	1,310,569.00
County Taxes (Including Added Tax Amounts)	2310800	1,013,239.02	1,036,365.08
Special District Taxes (Municipal Open Space)	2310900		
Other Expenditures and Deductions from Income	2311000	7,946.61	1,577.67
Total Expenditures and Tax Requirements	2311100	\$ 3,280,790.35	\$ 3,365,012.52
Less: Expenditures to be Raised by Future Taxes	2311200	-	1,044.39
Total Adjusted Expenditures and Tax Requirements	2311300	3,280,790.35	3,363,968.13
Surplus Balance, December 31	2311400	\$ 262,552.37	\$ 221,472.65

* Nearest even percentage may be used

Proposed Use of Current Fund Surplus in 2016 Budget

Surplus Balance December 31, 2015	2311500	\$ 262,552.37
Current Surplus Anticipated in 2016 Budget	2311600	142,900.00
Surplus Balance Remaining	2311700	\$ 119,652.37

2016

CAPITAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM

This section is included with the Annual Budget pursuant to **N.J.A.C. 5:30-4**. It does not itself confer any authorization to raise or expend funds. Rather it is a document used as part of the local unit's planning and management program. Specific authorization to expend funds for purposes described in this section must be granted elsewhere, by a separate bond ordinance, by inclusion of a line item in the Capital Improvement Section of this budget, by an ordinance taking the money from the Capital Improvement Fund, or other lawful means.

CAPITAL BUDGET

A plan for all expenditures for the current fiscal year.

If no Capital Budget is included, check the reason why:

- Total capital expenditures this year do not exceed \$25,000, including appropriations for Capital Improvement Fund, Capital Line Items and Down Payments on Improvements.
- No bond ordinances are planned this year.

CAPITAL IMPROVEMENT PROGRAM

A multi-year list of planned capital projects, including the current year.

Check appropriate box for number of years covered, including current year.

- 3 years. (Population under 10,000)
- 6 years. (Over 10,000 and all county governments)
- _____ years. (Exceeding minimum time period)
- Check if municipality is under 10,000, has not exceeded more than \$25,000 annually for capital purposes in immediately previous three years, and is not adopting CIP.

NARRATIVE FOR CAPITAL IMPROVEMENT PROGRAM

The 2016 Capital Improvement Program includes the following:

- (1) \$30,000 for replacement of municipal building roof

**CAPITAL BUDGET (Current Year Action)
2016**

Local Unit Borough of Eimer

1 Project Title	2 Project Number	3 Estimated Total Cost	4 Amounts Reserved in Prior Years	PLANNED FUNDING SERVICES FOR CURRENT YEAR - 2016					To Be Funded in Future Years
				5a 2016 Budget Appropriations	5b Capital Improvement Fund	5c Capital Surplus	5d Grants in Aid and Other Funds	5e Debt Authorized	
Replacement of Municipal Building Roof	1	\$ 30,000.00			\$ 1,500.00			\$ 28,500.00	
TOTAL - ALL PROJECTS	33-199	\$ 30,000.00	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 28,500.00	\$ -

SECTION 2 - UPON ADOPTION FOR YEAR 2016

(Only to be Included in the Budget as Finally Adopted)

RESOLUTION

Be It Resolved by the **Borough Council** of the **Borough of Elmer, County of Salem**, that the hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

- (a) \$ 623,870.00 (Item 2 below) for municipal purposes, and
- (b) \$ _____ (Item 3 below) for school purposes in Type I School Districts only (**N.J.S. 18A:9-2**) to be raised by taxation, and
- (c) \$ _____ (Item 4 below) to be added to the certificate of amount to be raised by taxation for local school purposes in Type II School Districts only
(**N.J.S. 18A:9-3**) and certification to the County Board of Taxation of the following summary of general revenues and appropriations.
- (d) \$ _____ (Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) \$ _____ (Item 5 below) Minimum Library Tax

RECORDED VOTE

(Insert last name)

Ayes: Schneider
Davis
Nolan
Richards
Schalick
Zee

Nays:

Absent:

SUMMARY OF REVENUES:

1. General Revenues

Surplus Anticipated	08-100	\$ 142,900.00
Miscellaneous Revenues Anticipated	13-099	212,263.99
Receipts from Delinquent Taxes	15-499	55,555.01
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)	07-190	623,870.00
3. AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE I SCHOOL DISTRICTS ONLY:		
Item 6, Sheet 42	07-195	\$
Item 6(b), Sheet 11 (N.J.S. 40A:4-14)	07-191	\$
Total Amount to be Raised by Taxation in Type I School Districts Only		
4. To Be Added TO THE CERTIFICATE FOR AMOUNT TO BE RAISED BY TAXATION FOR SCHOOLS IN TYPE II SCHOOL DISTRICTS ONLY:		
Item 6(b), Sheet 11 (N.J.S. 40A:4-14)	07-191	
5. AMOUNT TO BE RAISED BY TAXATION MINIMUM LIBRARY LEVY	07-192	
Total Revenues	13-299	\$ 1,034,589.00

SUMMARY OF APPROPRIATIONS

5. General APPROPRIATIONS:		
Within "CAPS"	XXXXXX	XXXXXXXXXXXXXXXXXX
	XXXXXX	XXXXXXXXXXXXXXXXXX
(a & b) Operations Including Contingent	34-201	\$ 720,162.00
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$ 47,561.95
(g) Cash Deficit	46-885	\$
Excluded from "CAPS"	XXXXXX	XXXXXXXXXXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 58,955.49
(c) Capital Improvements	44-999	\$ 1,000.00
(d) Municipal Debt Service	45-999	\$ 92,150.00
(e) Deferred Charges - Municipal	46-999	\$ -
(f) Judgements	37-480	\$
(n) Transferred to Board of Education for Use of Local Schools (N.J.S. 40:48-17.1 & 17.3)	29-405	\$
(g) Cash Deficit	46-885	\$
(k) For Local District School Purposes	29-410	\$
(m) Reserve for Uncollected Taxes (include other reserves if any)	50-899	\$ 114,759.56
6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICTS ONLY (N.J.S. 40A:4-13)	07-195	\$
Total Appropriations	34-499	\$ 1,034,589.00

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 13th day of April 2016. It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as appeared in the 2016 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this 13th day of April, 2016.


Clerk

MUNICIPALITY *BOROUGH OF ELMER* OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND

DEDICATED REVENUES FROM TRUST FUND	FCOA	Anticipated		Realized in Cash in 2015	APPROPRIATIONS	FCOA	Appropriated		Expended 2015	
		2016	2015				for 2016	for 2015	Paid or Charged	Reserved
Amount to be Raised by Taxation	54-190				Development of Lands for Recreation and Conservation:		XXXXXXX	XXXXXX	XXXXXX	XXXXXX
					Salaries and Wages	54-385-1				
					Other Expenses	54-385-2				
Interest Income	54-113				Maintenance of Land for Recreation and Conservation:		XXXXXXX	XXXXXX	XXXXXX	XXXXXX
					Salaries and Wages	54-375-1				
					Other Expenses	54-375-2				
Reserve Funds:					Historic Preservation:					
					Salaries and Wages	54-176-1				
					Other Expenses	54-176-2				
					Acquisition of Lands for Recreation and Conservation:	54-915-2	-	-	-	-
					Acquisition of Farmland	54-916-2				
					Down Payments on Improvements	54-902-2				
					Debt Service:		XXXXXXX	XXXXXX	XXXXXX	XXXXXX
					Payment of Bond Principal	54-920-2				
					Payment of Bond Anticipation Notes and Capital Notes	54-925-2				
					Interest on Bonds	54-930-2				
					Interest on Notes	54-935-2				
					Reserve for Future Use	54-950-2				
Total Trust Fund Revenues:	54-299	-	-	-	Total Trust Fund Appropriations	54-499	-	-	-	-

<i>Summary of Program</i>	
Year Referendum Passed/Implemented:	_____ (Date)
Rate Assessed:	\$ _____
Total Tax Collected to Date:	\$ _____
Total Expended to Date:	\$ _____
Total Acreage Preserved to Date:	_____ (Acres)
Recreation Land Preserved in 2016:	_____ (Acres)
Farmland Preserved in 2016:	_____ (Acres)

**Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11**

Contracting Unit: Borough of Elmer

Year Ending: December 31, 2015

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details, please consult **N.J.A.C. 5:30-11.1** et. seq. Please identify each change order by name of the project.

1.

2.

3.

4.

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by **N.J.A.C. 5:30-11.9(d)**. (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here and certify below.

APRIL 13 2016

Date



Clerk of the Governing Body