



# State of New Jersey Local Government Services

**Year:**  **Municipal User Friendly Budget**

**MUNICIPALITY:**

**Municode:**  **Filename:** 1406\_fbi\_2017.xlsm

**Website:**

**Phone Number:**

**Mailing Address:**

[Email the UFB if not using Outlook](#)

**Municipality:**  **State:**  **Zip:**

**Mayor**

First Name	Middle Name	Last Name	Term Expires	Business Email
Janet		Hoven		jhoven@chesterborough.org

**Chief Administrative Officer**

Robert		Casey		administrator@chesterborough.org
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**Chief Financial Officer**

Helene	G	Turner		<a href="mailto:cfo@chesterborough.org">cfo@chesterborough.org</a>
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**Municipal Clerk**

Denean		Probasco		clerk@chesterborough.org
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**Registered Municipal Accountant**

Heidi		Wohlleb		hwohlleb@nisivoccia.com
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**Governing Body Members**

First Name	Middle Name	Last Name	Term Expires	Business Email
Karen		Ferrone	12/31/2019	kferrone@chesterborough.org
Russell		Goodwin	12/31/2019	rgoodwin@chesterborough.org
Elizabeth		Gugliemini	12/31/2018	egugliemini@chesterborough.org
Kyle		Holman	12/31/2018	kholman@chesterborough.org
Timothy		Iversen	12/31/2017	tiversen@chesterborough.org
Gary		Marshuetz	12/31/2017	gmarshuetz@chesterborough.org


## USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

<u>2016 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2017 Budget</u>		
	<u>Calendar Year</u>	<u>Calendar Year</u>	<u>% of</u>	<u>Avg Residential</u>	<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Total Levy</u>	<u>Taxpayer Impact</u>			
Municipal Purpose Tax	0.878	\$3,479,806.00	33.65%	\$4,306.70	Municipal Purpose Tax	ESTIMATED	\$3,559,242.00
Municipal Library	0.035	\$138,830.00	1.34%	\$171.68	Municipal Library		\$132,993.00
Municipal Open Space	0.010	\$39,614.00	0.38%	\$49.05	Municipal Open Space		\$40,009.00
Fire Districts (avg. rate/total levies)			0.00%	\$0.00	Fire Districts (total levies)		
Other Special Districts (total levies)			0.00%	\$0.00	Other Special Districts (total levies)		
Local School District		\$1,920,414.00	18.57%	\$0.00	Local School District		\$1,958,822.00
Regional School District		\$3,765,417.00	36.41%	\$0.00	Regional School District		\$3,840,725.00
County Purposes		\$997,437.00	9.64%	\$0.00	County Purposes		\$1,018,661.00
County Library			0.00%	\$0.00	County Library		
County Board of Health			0.00%	\$0.00	County Board of Health		
County Open Space			0.00%	\$0.00	County Open Space		
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
<b>Total (Calendar Year 2016 Budget)</b>	<b>0.923</b>	<b>\$10,341,518.00</b>	<b>100.00%</b>	<b>\$4,527.43</b>	<b>Total ESTIMATED amount to be raised by taxes</b>		<b>\$10,550,452.00</b>
Total Taxable Valuation as of October 1, 2016 <span style="float: right;"><u>\$400,091,700.00</u></span> (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy <span style="float: right;"><u>1,256,401.00</u></span>		
Current Year Average Residential Assessment <span style="float: right;"><u>\$490,512.00</u></span>					Budget Appropriations, before Reserve for Uncollected Taxes <span style="float: right;"><u></u></span>		
<b><u>Prior Year to Current Year Comparison</u></b>					Total Non-Municipal Tax Levy <span style="float: right;"><u>\$6,858,217.00</u></span>		
<b><u>Comparison - Municipal Purposes Tax Rate</u></b>					Amount to be Raised by Taxes - Before RUT <span style="float: right;"><u>\$5,601,816.00</u></span>		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) <span style="float: right;"><u>\$227,336.97</u></span>		
0.878	0.890	1.37%			Total Amount to be Raised by Taxes <span style="float: right;"><u>\$5,829,152.97</u></span>		
<b><u>Comparison - Municipal Purposes Tax Levy</u></b>					% of Tax Collections used to Calculate RUT <span style="float: right;"><u>96.10%</u></span>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used <span style="float: right;"><u></u></span>		
\$3,479,806.00	\$3,559,242.00	2.28%	\$79,436.00		<b><u>Tax Collections - ACTUAL as of Prior Year</u></b>		
<b><u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)</u></b>					Total Tax Revenue, Collections CY 2016 <span style="float: right;"><u>10,199,378.00</u></span>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Levy, CY 2016 <span style="float: right;"><u>10,592,216.00</u></span>		
\$4,306.70	\$4,365.56	1.37%	\$58.86		% of Taxes Collected, CY 2016 <span style="float: right;"><u>96.29%</u></span>		
					Delinquent Taxes - December 31, 2016 <span style="float: right;"><u>\$392,838.00</u></span>		

**USER FRIENDLY BUDGET SECTION - ANTICIPATED REVENUE SUMMARY (ALL OPERATING FUNDS)**

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Sewer Utility	Swimming Pool Utility	Solid Waste Utility	Utility	Utility	Utility
08	Surplus	38.45%	\$162,120.00	\$421,600.00	\$583,720.00	\$435,000.00		\$53,820.00	\$94,900.00				
08	Local Revenue	310.22%	\$961,968.00	\$310,096.00	\$1,272,064.00	\$281,664.00		\$415,000.00	\$431,000.00	\$144,400.00			
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$146,071.00	\$146,071.00	\$146,071.00							
08	Uniform Construction Code Fees	-13.28%	(\$8,731.00)	\$65,731.00	\$57,000.00	\$57,000.00							
	<b>Special Revenue Items w/ Prior Written Consent</b>												
11	Shared Services Agreements	-15.81%	(\$10,893.00)	\$68,893.00	\$58,000.00	\$58,000.00							
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00		\$0.00								
10	Public and Private Revenue	-85.37%	(\$35,861.00)	\$42,009.00	\$6,148.00	\$6,148.00							
08	Other Special Items	-35.18%	(\$67,995.00)	\$193,280.00	\$125,285.00	\$125,285.00							
15	Receipts from Delinquent Taxes	-34.89%	(\$78,888.00)	\$226,121.00	\$147,233.00	\$147,233.00							
	<b>Amount to be raised by taxation</b>												
07	Local Tax for Municipal Purposes	-4.56%	(\$169,962.00)	\$3,729,204.00	\$3,559,242.00	\$3,559,242.00							
07	Minimum Library Tax	-4.20%	(\$5,837.00)	\$138,830.00	\$132,993.00	\$132,993.00							
54	Open Space Levy Tax	0.87%	\$345.00	\$39,664.00	\$40,009.00	\$40,009.00							
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	<b>Total</b>	<b>13.87%</b>	<b>\$746,266.00</b>	<b>\$5,381,499.00</b>	<b>\$6,127,765.00</b>	<b>\$4,988,645.00</b>	<b>\$0.00</b>	<b>\$468,820.00</b>	<b>\$525,900.00</b>	<b>\$144,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**USER FRIENDLY BUDGET SECTION - APPROPRIATIONS SUMMARY (ALL OPERATING FUNDS)**

FCOA	Budgeted Positions		% Difference Current v. Prior Year	\$ Difference Current v. Prior Year	Total Modified Appropriation for Service Type (Prior Year)	Total Appropriation for Service Type (Current Year)	General Budget	Public&Private Offsets	Open Space Budget	Utility	Utility	Utility	Utility	Utility	Utility	
	Full-Time	Part-Time								SEWER	POOL	SOLID WASTE				
20	General Government	2.00	11.00	-12.01%	(\$82,009.00)	\$682,699.00	\$600,690.00	\$600,690.00								
21	Land-Use Administration	1.00		-11.64%	(\$14,100.00)	\$121,100.00	\$107,000.00	\$107,000.00								
22	Uniform Construction Code		3.00	-10.70%	(\$7,000.00)	\$65,400.00	\$58,400.00	\$58,400.00								
23	Insurance			-17.01%	(\$137,161.00)	\$806,161.00	\$669,000.00	\$669,000.00								
25	Public Safety			-7.01%	(\$79,809.00)	\$1,138,750.00	\$1,058,941.00	\$1,058,558.00	\$383.00							
26	Public Works	5.00		98.88%	\$487,703.00	\$493,230.00	\$980,933.00	\$507,348.00	\$4,765.00	\$468,820.00						
27	Health and Human Services		1.00	0.52%	\$429.00	\$81,728.00	\$82,157.00	\$82,157.00								
28	Parks and Recreation		70.00	1838.83%	\$529,860.00	\$28,815.00	\$558,675.00	\$32,775.00			\$525,900.00					
29	Education (including Library)			-4.20%	(\$5,836.00)	\$138,830.00	\$132,994.00	\$132,994.00								
30	Unclassified			-8.73%	(\$1,100.00)	\$12,600.00	\$11,500.00	\$11,500.00								
31	Utilities and Bulk Purchases			5.93%	\$10,500.00	\$177,000.00	\$187,500.00	\$187,500.00								
32	Landfill / Solid Waste Disposal			#DIV/0!	\$144,400.00		\$144,400.00					\$144,400.00				
35	Contingency			#DIV/0!	\$0.00		\$0.00									
36	Statutory Expenditures			-11.12%	(\$42,408.00)	\$381,358.00	\$338,950.00	\$338,950.00								
37	Judgements			#DIV/0!	\$0.00		\$0.00									
42	Shared Services			#DIV/0!	\$0.00		\$0.00									
43	Court and Public Defender	1.00	3.00	-3.30%	(\$4,100.00)	\$124,100.00	\$120,000.00	\$120,000.00								
44	Capital			30.01%	\$51,009.00	\$170,000.00	\$221,009.00	\$181,000.00	\$40,009.00							
45	Debt			2.03%	\$6,653.00	\$328,464.00	\$335,117.00	\$335,117.00								
46	Deferred Charges			#DIV/0!	\$107,500.00	\$0.00	\$107,500.00	\$107,500.00								
48	Debt - Type 1 School District			#DIV/0!	\$0.00		\$0.00									
50	Reserve for Uncollected Taxes			4.61%	\$18,162.00	\$393,838.00	\$412,000.00	\$412,000.00								
55	Surplus General Budget			#DIV/0!	\$0.00		\$0.00									
	<b>Total</b>	<b>9.00</b>	<b>88.00</b>	<b>19.10%</b>	<b>\$982,693.00</b>	<b>\$5,144,073.00</b>	<b>\$6,126,766.00</b>	<b>\$4,942,489.00</b>	<b>\$5,148.00</b>	<b>\$40,009.00</b>	<b>\$468,820.00</b>	<b>\$525,900.00</b>	<b>\$144,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA**

<b>Property Tax Assessments - Taxable Properties (October 1, 2016 Value)</b>				<b>Property Tax Assessments - Exempt Properties (October 1, 2016 Value)</b>				
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total	
1 Vacant Land	33	\$3,165,300.00	0.79%	15A Public Schools	2	\$727,000.00	1.64%	
2 Residential	463	\$227,107,400.00	56.76%	15B Other Schools			0.00%	
3A/3B Farm	14	\$1,154,900.00	0.29%	15C Public Property	22	\$20,855,500.00	46.91%	
4A Commercial	146	\$168,664,100.00	42.16%	15D Church and Charities	18	\$15,788,500.00	35.51%	
4B Industrial			0.00%	15E Cemeteries & Graveyards	2	\$3,351,500.00	7.54%	
4C Apartments			0.00%	15F Other Exempt	11	\$3,733,500.00	8.40%	
5A/5B Railroad			0.00%					
6A/6B Business Personal Property			0.00%					
<b>Total</b>	<b>656</b>	<b>\$400,091,700.00</b>	<b>100.00%</b>	<b>Total</b>	<b>55</b>	<b>\$44,456,000.00</b>	<b>100.00%</b>	
Average Ratio (%), Assessed to True Value				100.00%	Percentage of Exempt vs. Non-Exempt Properties			11.11%
Equalized Valuation, Taxable Properties				\$400,091,700.00				
Total # of property tax appeals filed in 2016		County Tax Board	12.00					
		State Tax Court	7.00					
Number of 2016 County Tax Board decisions appealed to Tax Court				0.00				
Number of pending property tax appeals in State Tax Court				0.00				
Amount paid out by municipality for tax appeals in 2016				\$0.00				

<b>Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements</b>				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2016 Total Tax Rate
G Commercial/Industrial Exemption				
I Dwelling Exemption				
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
<b>Total 5 Yr Exemptions/Abatements</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





**USER FRIENDLY BUDGET SECTION  
BUDGETED PERSONNEL COSTS**

Organization / Individuals Eligible for Benefit	# of Full-Time Employees	# of Part-Time Employees	Total Personnel Cost	Base Pay	Overtime and other Compensation	Pension (Estimate)	Health Benefits Net of Cost Share	Employment Taxes and Other Benefits
Governing Body		7.00	72,904.00	\$32,000.00		\$7,800.00	\$30,084.00	\$3,020.00
Supervisory Staff (Department Heads & Managers)	4.00	6.00	567,900.00	\$423,866.00		\$39,200.00	\$70,158.00	\$34,676.00
Police Officers (Including Superior Officers)			162,081.00			\$162,081.00		
Fire Fighters (Including Superior Officers)			0.00					
All Other Union Employees not listed above			0.00					
All Other Non-Union Employees not listed above	5.00	75.00	734,940.00	\$540,462.00	\$35,000.00	\$46,804.00	\$68,939.00	\$43,735.00
<b>Totals</b>	<b>9.00</b>	<b>88.00</b>	<b>1,537,825.00</b>	<b>\$996,328.00</b>	<b>\$35,000.00</b>	<b>\$255,885.00</b>	<b>\$169,181.00</b>	<b>\$81,431.00</b>

Is the Local Government required to comply with NJSA 11A (Civil Service)? - YES or NO

**No**

Note - **Base Pay** is the annualized rate of pay to which overtime (if eligible) and/or pension is calculated. Either calculation is fine at the discretion of the Local Unit. Overtime and other compensation is any other item that is charged as a salary and wage expense but not included in Base Pay.

**USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS**

	<b>Current Year # of Covered Members (Medical &amp; Rx)</b>	<b>Current Year Annual Cost Estimate per Employee</b>	<b>Total Current Year Cost</b>	<b>Prior Year # of Covered Members (Medical &amp; Rx)</b>	<b>Prior Year Annual Cost per Employee (Average)</b>	<b>Total Prior Year Cost</b>
<b>Active Employees - Health Benefits - Annual Cost</b>						
Single Coverage	1.00	\$11,116.00	\$11,116.00	5.00	\$11,047.00	\$55,235.00
Parent & Child	3.00	\$19,386.00	\$58,158.00	4.00	\$19,534.00	\$78,136.00
Employee & Spouse (or Partner)			\$0.00	1.00	\$22,469.00	\$22,469.00
Family	3.00	\$30,631.00	\$91,893.00	5.00	\$30,276.00	\$151,380.00
Employee Cost Sharing Contribution (enter as negative - )			(\$23,000.00)			(\$64,264.00)
<b>Subtotal</b>	<b>7.00</b>		<b>\$138,167.00</b>	<b>15.00</b>		<b>\$242,956.00</b>
<b>Elected Officials - Health Benefits - Annual Cost</b>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family	1	\$31,014.00	\$31,014.00	1	\$31,045.00	\$31,045.00
Employee Cost Sharing Contribution (enter as negative - )						
<b>Subtotal</b>	<b>1.00</b>		<b>\$31,014.00</b>	<b>1.00</b>		<b>\$31,045.00</b>
<b>Retirees - Health Benefits - Annual Cost</b>						
Single Coverage	6	\$8,464.00	\$50,784.00	6	\$7,992.00	\$47,952.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)	5	\$25,806.00	\$129,030.00	4	\$21,840.00	\$87,360.00
Family	4	\$40,811.00	\$163,244.00	5	\$35,232.00	\$176,160.00
Employee Cost Sharing Contribution (enter as negative - )						
<b>Subtotal</b>	<b>15.00</b>		<b>\$343,058.00</b>	<b>15.00</b>		<b>\$311,472.00</b>
<b>GRAND TOTAL</b>	<b>23.00</b>		<b>\$512,239.00</b>	<b>31.00</b>		<b>\$585,473.00</b>

Note - other health insurances such as dental and vision are not included in this analysis unless included in the employees total premium. Therefore, the total from this sheet may not agree with the budgeted appropriation.

**Is medical coverage provided by the SHBP (Yes or No)?**

**Yes**

**Is prescription drug coverage provided by the SHBP (Yes or No)?**

**Yes**

**USER FRIENDLY BUDGET SECTION  
ACCUMULATED ABSENCE LIABILITY**

Legal basis for benefit  
(check applicable items)

Organization/Individuals Eligible for Benefit	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Local Ordinance	Individual Employment Agreement
Sharon Alpaugh	46.25	\$5,925.95		<b>x</b>	
Allen Alpaugh	104.25	\$16,247.41		<b>x</b>	
Kerry Brown	49.00	\$11,220.72		<b>x</b>	
Scott Beam	39.00	\$6,434.77		<b>x</b>	
Kevin Eskow	39.00	\$6,222.95		<b>x</b>	
Kellie McGuire	30.50	\$2,611.06		<b>x</b>	
Ryan Durkin	48.86	\$18,517.94	<b>x</b>		
<b>Totals</b>	356.86	\$67,180.80			
<b>Total Funds Reserved as of end of 2016</b>		\$36,233.75			
<b>Total Funds Appropriated in 2017</b>		\$5,000.00			

UFB-9 Accumulated Absence Liability

**USER FRIENDLY BUDGET SECTION - OUTSTANDING DEBT; PER CAPITA AND BUDGET IMPACT**

	Gross Debt	Deductions	Net Debt	Current Year Budget	2018 Budget	2019 Budget	All Additional Future Years' Budgets
	Local School Debt	\$3,744,209.04	\$3,744,209.04	\$0.00	\$95,000.00	\$95,000.00	
Regional School Debt			\$0.00	\$4,275.00	\$1,425.00		
Utility Fund Debt							
Sewer			\$0.00	\$6,600.00			
Swimming Pool	\$190,000.00	\$190,000.00	\$0.00	\$200,000.00	\$205,000.00	\$210,000.00	\$3,225,000.00
Solid Waste			\$0.00	\$114,332.00	\$108,257.00	\$102,032.00	\$691,353.00
0			\$0.00				
0			\$0.00				
0			\$0.00				
<u>Municipal Purposes</u>							
Debt Authorized			\$0.00				
Notes Outstanding	\$570,000.00		\$570,000.00				
Bonds Outstanding	\$3,840,000.00		\$3,840,000.00				
Loans and Other Debt			\$0.00				
<b>Total (Current Year)</b>	<b>\$8,344,209.04</b>	<b>\$3,934,209.04</b>	<b>\$4,410,000.00</b>	<b>\$420,207.00</b>	<b>\$409,682.00</b>	<b>\$312,032.00</b>	<b>\$3,916,353.00</b>
Population (2010 census)	<u>1,649</u>						
Per Capita Gross Debt	<u>\$5,060.16</u>						
Per Capita Net Debt	<u>\$2,674.35</u>						
3 Yr. Average Property Valuation		<u>\$417,236,659.00</u>					
Net Debt as % of 3 Year Avg Property Valuation		<u>1.06%</u>					
Utility Fund - Principal				\$295,000.00	\$300,000.00	\$210,000.00	\$3,225,000.00
Utility Fund - Interest				\$125,207.00	\$109,682.00	\$102,032.00	\$691,353.00
Bond Anticipation Notes - Principal							
Bond Anticipation Notes - Interest							
Bonds - Principal							
Bonds - Interest							
Loans & Other Debt - Principal							
Loans & Other Debt - Interest							
<b>Total</b>				<b>\$420,207.00</b>	<b>\$409,682.00</b>	<b>\$312,032.00</b>	<b>\$3,916,353.00</b>
<b>Total Principal</b>				<b>\$295,000.00</b>	<b>\$300,000.00</b>	<b>\$210,000.00</b>	<b>\$3,225,000.00</b>
<b>Total Interest</b>				<b>\$125,207.00</b>	<b>\$109,682.00</b>	<b>\$102,032.00</b>	<b>\$691,353.00</b>
<b>% of Total Current Year Budget</b>				<b>6.86%</b>			
<b>Description</b>	<b>Debt Not Listed Above</b>						
Total Guarantees - Governmental							
Total Guarantees - Other							
Total Capital/Equipment Leases				\$14,181.57	\$14,181.57	\$14,181.57	
Total Other							
<b>Bond Rating</b>	<b>Moody's</b>	<b>Standard &amp; Poors</b>	<b>Fitch</b>				
<b>Rating</b>							
<b>Year of Last Rating</b>							
<b>Mark "X" if Municipality has no bond rating</b>		<b>X</b>					

**USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED**

Providing or Receiving Services?	Providing Services To/Receiving Services From	Type of Shared Service Provided	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid
<b>Providing</b>	Borough of Mendham	Municipal Court	Agreement to be reviewed and updated annually	1/1/2017	12/31/2017	\$58,000.00
<b>Receiving</b>	Township of Chester	Tax Office	Agreement to be reviewed and updated annually	1/1/2017	12/31/2017	\$27,900.00



**USER FRIENDLY BUDGET SECTION - Notes**

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