

Authority Budget of: ADOPTED COPY

Riverside Sewerage Authority

LOCAL GOVT SERVICES
2019 DEC 13 P 2:34

RECEIVED

State Filing Year

2020

For the Period:

January 1, 2020

to

December 31, 2020

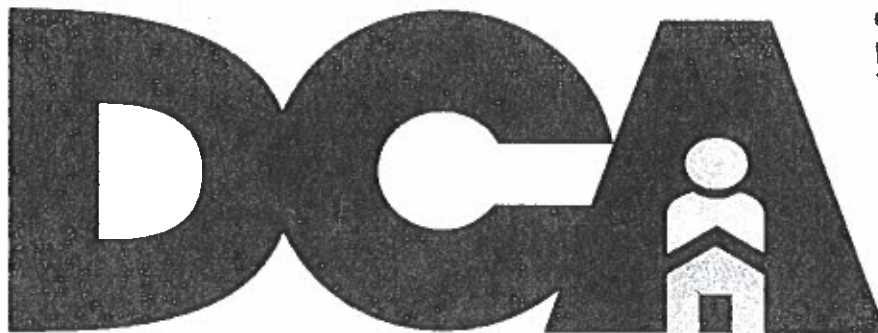
Riversidetwp.org/water.html

Authority Web Address

APPROVED COPY

RECEIVED

LOCAL GOVT SERVICES
2020 NOV -11 P 5:21



**NJ DEPARTMENT OF
Community Affairs**

Division of Local Government Services

2020 (2020-2021)

**RIVERSIDE SEWERAGE
AUTHORITY BUDGET**

FISCAL YEAR: FROM JANUARY 1, 2020 TO DECEMBER 31, 2020

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 11/12/2019

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 12/16/2019

2020 (2020-2021) PREPARER'S CERTIFICATION

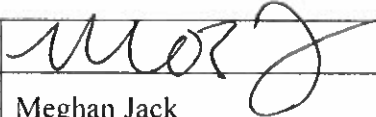
RIVERSIDE SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2020 TO: DECEMBER 31, 2020

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Meghan Jack		
Title:	Treasurer		
Address:	237 S. Pavilion Ave Riverside, NJ 08075		
Phone Number:	856.461.1460 X4	Fax Number:	856.461.3260
E-mail address	mjack@riversidetwp.org		

2020 (2020-2021) APPROVAL CERTIFICATION

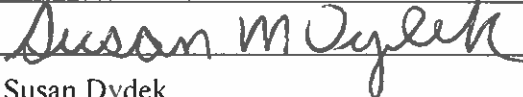
RIVERSIDE SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2020 TO: DECEMBER 31, 2020

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Riverside Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the day of October 28, 2019.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Susan Dydek		
Title:	Secretary		
Address:	237 S. Pavilion Ave Riverside, NJ 08075		
Phone Number:	856.461.1460	Fax Number:	856.461.1854
E-mail address	sdydek@riversidetwp.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

Riversidetwp.org/water.html

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar Information is such as PIE Charts, Bar Graphs etc. for such items as Revenues, Expenditures, and other information the Authority deems relevant to inform the public**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Meghan Tace

Title of Officer Certifying compliance

Treasurer

Signature

[Handwritten Signature]

2020 (2020-2021) AUTHORITY BUDGET RESOLUTION RIVERSIDE SEWERAGE AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2020 TO: DECEMBER 31, 2020

WHEREAS, the Annual Budget and Capital Budget for the Riverside Sewerage Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Riverside Sewerage Authority at its open public meeting of October 28, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,884,393, Total Appropriations, including any Accumulated Deficit if any, of \$ 1,884,393 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$200,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$150,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Riverside Sewerage Authority, at an open public meeting held on October 28, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Riverside Sewerage Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Riverside Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 9, 2019.

Susan M. Deplek
(Secretary's Signature)

10/28/19
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
G. Haman	✓			
R. Horton	✓			
R. Van Meter	ist			
G. Conard, Sr.	—			
R. Mingin	and			X

2020 (2020-2021) ADOPTION CERTIFICATION

RIVERSIDE SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2020 TO: DECEMBER 31, 2020

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Riverside Sewerage Authority, pursuant to N.J.A.C. 5:31-2.3, on the 9th day of, December, 2019.

Officer's Signature:	<i>Susan M Dydek</i>		
Name:	Susan Dydek		
Title:	Secretary		
Address:	237 S. Pavilion Ave Riverside, NJ 08075		
Phone Number:	856.461.1460	Fax Number:	None.
E-mail address	sdydek@riversidetwp.org		

**2020 (2020-2021) ADOPTED BUDGET
RESOLUTION 2019 - #29
RIVERSIDE SEWERAGE
AUTHORITY**

FISCAL YEAR: FROM: JANUARY 1, TO: DECEMBER
2020 2020 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Riverside Sewerage Authority for the fiscal year beginning January 1, 2020 and ending, December 31, 2020 has been presented for adoption before the governing body of the Riverside Sewerage Authority at its open public meeting of December 9, 2019; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,884,393, Total Appropriations, including any Accumulated Deficit, if any, of \$1,884,393 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$200,000 and Total Unrestricted Net Position planned to be utilized of \$150,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Riverside Sewerage Authority. at an open public meeting held on December 4, 2019 that the Annual Budget and Capital Budget/Program of the Riverside Sewerage Authority for the fiscal year beginning, January 1, 2020 and, ending, December 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Susan M. Gylek
(Secretary's Signature)

12/10/19
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
G. Haman				X
R. Horton	X			
R. Van Meter	1ST			
G. Conard, Sr.	X			
R. Mingin	2nd			

2020 (2020-2021) AUTHORITY BUDGET

Narrative and Information Section

2020 (2020-2021) AUTHORITY BUDGET MESSAGE & ANALYSIS

RIVERSIDE SEWERAGE

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2020 TO: DECEMBER 31, 2020

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

The Authority anticipates that the proposed budget provides adequate funding for its 2020 operations. Professional Services and Conference and Seminars decreased due to anticipating less engineering services needed and seminars required in 2020. Repairs and Maintenance has increased due to anticipation of more repairs needed to the system in 2020.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. (Example Consider New Development projects such as Housing /Commercial projects impact on the Authorities expenses or revenues)

The proposed 2020 budget will not have an impact on current user fees or customer charges. The Authority will continue to monitor its spending and revenues to determine possible future rate increases.

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget and or Capital Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The Authority used \$150,000 of unrestricted Net Position so as not to issue debt.

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service payments, pilot payments, or other types of contracts or agreements (Example to provide police services to the Authority etc. and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

N/A

6. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) if it has been changed since the prior year budget submission and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable. (If no changes to fees or rates indicate (Answer as "Rates Are Staying the Same")

Rates unchanged.

Range: First to Last
Include Service Type: Sewer: Y

Bill Code	Description	Adjustment Due Date	Calc Interest	Default Pay Code	Disable Code	Maintenance Calc
Service Type	Calc Type	Grace Days	Separate Charge	Combine with Bill Code	Maintenance Fee	Flat/Minimum Calc
Revenue Accounts						
ADJ Sewer	ADJ Billing Flat	Adjustment Date 0	Y N		N 0.00	Per Unit Per Unit
	Flat Fee: 0.000000					
DSC Sewer	DIS SENIOR DISCOUNT Flat	Period Due Date 0	Y N		N 0.00	Per Unit Per Unit
	Flat Fee: 15.000000					
NSF Sewer	RETURNED CK FEE Flat	Period Due Date 0	N Y	104	N 0.00	Per Unit Per Unit
	Flat Fee: 20.000000					
S01 Sewer	RESIDENTIAL Rate Structure	Period Due Date 30	Y N		N 0.00	Per Unit Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:			Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 100.00	12.00	4.250000		1.00	
	2. 0.00	30.00	0.000000		0.00	
S02 Sewer	COMMERCIAL 5/8 Rate Structure	Period Due Date 29	Y N		N 0.00	Per Unit Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:			Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 172.00	12.00	4.250000		1.00	
	2. 0.00	20.00	5.250000		1.00	
	3. 0.00	30.00	6.250000		1.00	
	4. 0.00	40.00	7.250000		1.00	
S03 Sewer	COMMERCIAL 3/4 - 1 Rate Structure	Period Due Date 29	Y N		N 0.00	Per Unit Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:			Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 342.00	12.00	4.250000		1.00	
	2. 0.00	20.00	5.250000		1.00	
	3. 0.00	30.00	6.250000		1.00	
	4. 0.00	40.00	7.250000		1.00	
S04 Sewer	COMMERCIAL 1.5 - 2 Rate Structure	Period Due Date 29	Y N		N 0.00	Per Unit Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:			Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 571.00	12.00	4.250000		1.00	
	2. 0.00	20.00	5.250000		1.00	
	3. 0.00	30.00	6.250000		1.00	
	4. 0.00	40.00	7.250000		1.00	
S06 Sewer	1 RES. 1 COMM. Rate Structure	Period Due Date 29	Y N		N 0.00	Per Unit Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:			Allowance Calc: Per Unit	

Bill Code	Description	Adjustment Due Date	Calc Interest	Default Pay Code	Disable Code	Maintenance Calc
Service Type	Calc Type	Grace Days	Separate Charge	Combine with Bill Code	Maintenance Fee	Flat/Minimum Calc
Revenue Accounts						
S07	1 RES. 2 COMM	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	29	N		0.00	Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate	Factor		
	1. 272.00	24.00	5.250000	1.00		
	2. 0.00	30.00	6.250000	1.00		
	3. 0.00	40.00	7.250000	1.00		
S08	3 RES. 1 COMM.	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	29	N		0.00	Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate	Factor		
	1. 444.00	36.00	6.250000	1.00		
	2. 0.00	40.00	7.250000	1.00		
S09	1 COMM. 5 1/2 UNITS	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	29	N		0.00	Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate	Factor		
	1. 422.00	42.00	7.250000	1.00		
S11	IND. A. 5/8 1 UNIT	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	29	N		0.00	Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate	Factor		
	1. 285.00	12.00	4.250000	1.00		
	2. 0.00	20.00	5.250000	1.00		
	3. 0.00	30.00	6.250000	1.00		
	4. 0.00	40.00	7.250000	1.00		
S12	IND. B 1-1 1/2 INCH	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	29	N		0.00	Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate	Factor		
	1. 1,141.00	12.00	4.250000	1.00		
	2. 0.00	20.00	5.250000	1.00		
	3. 0.00	30.00	6.250000	1.00		
	4. 0.00	40.00	7.250000	1.00		
S15	1/2 UNIT	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	29	N		0.00	Per Unit
	Round Usage: Do Not Round	Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate	Factor		
	1. 86.00	6.00	4.250000	1.00		
	2. 0.00	20.00	5.250000	1.00		
	3. 0.00	30.00	6.250000	1.00		
	4. 0.00	40.00	7.250000	1.00		
S16	1 COMM. 4 RES.	Period Due Date	Y		N	Per Unit

Bill Code	Description	Adjustment	Due Date	Calc Interest	Default Pay Code	Disable Code	Maintenance Calc
Service Type	Calc Type	Grace Days		Separate Charge	Combine with Bill Code	Maintenance Fee	Flat/Minimum Calc
Revenue Accounts							
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	572.00	60.00		7.250000	1.00		
S17	2 COMM. 3 RES.	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	644.00	60.00		7.250000	1.00		
S21	5 RES. 1 COMM.	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	672.00	72.00		7.250000	1.00		
S22	2 RES. 1 COMM.	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	372.00	36.00		6.250000	1.00		
2.	0.00	40.00		7.250000	1.00		
S24	5 RES. 2 COMM.	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	844.00	84.00		7.250000	1.00		
S26	7 RES. 3 COMM.	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	1,216.00	120.00		7.250000	1.00		
S27	1 COMM. 13 ROOMS	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	1,136.00	90.00		7.250000	1.00		
S28	4 RES. 3 COMM.	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure		29	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance		Rate	Factor		
1.	916.00	84.00		7.250000	1.00		
S50	RES. FLAT RATE 40%	Period Due Date		Y		N	Per Unit
Sewer	Flat		29	N		0.00	Per Unit
	Flat Fee: 60.000000						

Bill Code	Description	Adjustment	Due Date	Calc Interest	Default Pay Code	Disable Code	Maintenance Calc
Service Type	Calc Type	Grace Days		Separate Charge	Combine with Bill Code	Maintenance Fee	Flat/Minimum Calc
Revenue Accounts							
S51	COMM. FLAT RATE 40%		Period Due Date	Y		N	Per Unit
Sewer	Flat		29	N		0.00	Per Unit
	Flat Fee:	103.200000					
S52	FLAT RES. 1 UNIT		Period Due Date	Y		N	Per Unit
Sewer	Flat		29	N		0.00	Per Unit
	Flat Fee:	92.000000					
S53	40% 1 RES & 1 COMM		Period Due Date	Y		N	Per Account
Sewer	Flat		30	N		0.00	Per Account
	Flat Fee:	163.200000					
S54	3 RES 40% REDUC		Period Due Date	Y		N	Per Unit
Sewer	Flat		30	N		0.00	Per Unit
	Flat Fee:	180.000000					
S55	2 COMM. 40%		Period Due Date	Y		N	Per Unit
Sewer	Flat		30	N		0.00	Per Unit
	Flat Fee:	206.400000					
S56	4 RES. UNITS 40%		Period Due Date	Y		N	Per Unit
Sewer	Flat		30	N		0.00	Per Unit
	Flat Fee:	240.000000					
S57	MTH BD OF ED.		Period Due Date	Y		N	Per Unit
Sewer	Rate Structure		30	N		0.00	Per Unit
	Round Usage: Do Not Round						
		Usage Unit Msre:				Allowance Calc: Per Unit	
	Minimum	Allowance	Rate			Factor	
	1. 571.00	12.00	4.250000			1.00	
	2. 0.00	20.00	5.250000			1.00	
	3. 0.00	30.00	6.250000			1.00	
	4. 0.00	40.00	7.250000			1.00	
S58	MTH APTS BARB		Period Due Date	Y		N	Per Unit
Sewer	Rate Structure		30	N		0.00	Per Unit
	Round Usage: Do Not Round						
		Usage Unit Msre:				Allowance Calc: Per Unit	
	Minimum	Allowance	Rate			Factor	
	1. 100.00	12.00	4.250000			1.00	
	2. 0.00	30.00	0.000000			0.00	
S59	MTH BARB		Period Due Date	Y		N	Per Unit
Sewer	Rate Structure		30	N		0.00	Per Unit
	Round Usage: Do Not Round						
		Usage Unit Msre:				Allowance Calc: Per Unit	
	Minimum	Allowance	Rate			Factor	
	1. 100.00	12.00	4.250000			1.00	
	2. 0.00	30.00	0.000000			0.00	
S60	HOSP FIXED RATE		Period Due Date	Y		N	Per Unit
Sewer	Flat		30	N		0.00	Per Unit
	Flat Fee:	4,695.000000					
S61	SEAGUL LIGHTING FR		Period Due Date	Y		N	Per Unit

Bill Code	Description	Adjustment Due Date	Calc Interest	Default Pay Code	Disable Code	Maintenance Calc
Service Type	Calc Type	Grace Days	Separate Charge	Combine with Bill Code	Maintenance Fee	Flat/Minimum Calc
Revenue Accounts						
Sewer	Rate Structure	30	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 7,419.00	12.00	4.250000		1.00	
	2. 0.00	20.00	5.250000		1.00	
	3. 0.00	30.00	6.250000		1.00	
	4. 0.00	40.00	7.250000		1.00	
S62	WELLS	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	30	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 172.00	12.00	4.250000		1.00	
	2. 0.00	20.00	5.250000		1.00	
	3. 0.00	30.00	6.250000		1.00	
	4. 0.00	40.00	7.250000		1.00	
S63	MTR READING FEE COM	Period Due Date	N		N	Per Unit
Sewer	Flat	0	N		0.00	Per Unit
	Flat Fee: 15.000000					
S64	METER FEE RES.	Period Due Date	N		N	Per Unit
Sewer	Flat	0	N		0.00	Per Unit
	Flat Fee: 10.000000					
S65	INDUS 40% REDUCTION	Period Due Date	Y		N	Per Unit
Sewer	Flat	30	N		0.00	Per Unit
	Flat Fee: 171.000000					
S66	S/C DISQUALIFIED	Adjustment Date	N		N	Per Unit
Sewer	Flat	42	N		0.00	Per Unit
	Flat Fee: 60.000000					
S67	MTH BD OF ED	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	30	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 571.00	12.00	4.250000		1.00	
	2. 0.00	20.00	5.250000		1.00	
	3. 0.00	30.00	6.250000		1.00	
	4. 0.00	40.00	7.250000		1.00	
S68	8 RES & 1 COMM	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	30	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	
	1. 972.00	108.00	7.250000		0.00	
S69	MTH BD OF ED	Period Due Date	Y		N	Per Unit
Sewer	Rate Structure	30	N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit	
	Minimum	Allowance	Rate		Factor	

Bill Code	Description	Adjustment	Due Date	Calc Interest	Default Pay Code	Disable Code	Maintenance Calc
Service Type	Calc Type	Grace Days		Separate Charge	Combine with Bill Code	Maintenance Fee	Flat/Minimum Calc
Revenue Accounts							
	1.	571.00	12.00	4.250000	1.00		
	2.	0.00	20.00	5.250000	1.00		
	3.	0.00	30.00	6.250000	1.00		
	4.	0.00	40.00	7.250000	1.00		
S70	40% RED-1 CM & 13 RM	Period Due Date		Y		N	Per Unit
Sewer	Flat	30		N		0.00	Per Unit
	Flat Fee:	681.600000					
S71	2 RES-40% REDUCTION	Period Due Date		Y		N	Per Unit
Sewer	Flat	30		N		0.00	Per Unit
	Flat Fee:	60.000000					
S72	2 APTS,1 COMM & 6 RM	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure	30		N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate		Factor		
	1.	817.14	108.00	7.250000	1.00		
S73	11 ROOMS	Period Due Date		Y		N	Per Unit
Sewer	Rate Structure	30		N		0.00	Per Unit
	Round Usage: Do Not Round		Usage Unit Msre:		Allowance Calc: Per Unit		
	Minimum	Allowance	Rate		Factor		
	1.	816.00	132.00	4.250000	1.00		
S74	COMM 3/4-1 40% REDUC	Period Due Date		Y		N	Per Unit
Sewer	Flat	30		N		0.00	Per Unit
	Flat Fee:	205.200000					
ZZS	OPENING BALANCE	Period Due Date		Y		N	Per Unit
Sewer	Flat	0		N		0.00	Per Unit
	Flat Fee:	0.000000					

Total Bill Codes: 48

AUTHORITY CONTACT INFORMATION 2020 (2020-2021)

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Riverside Sewerage Authority		
Federal ID Number:	2126001425		
Address:	237 S. Pavilion Ave		
City, State, Zip:	Riverside	NJ	08075
Phone: (ext.)	856.461.1460	Fax:	856.461.1854

Preparer's Name:	Meghan Jack		
Preparer's Address:	237 S. Pavilion Ave		
City, State, Zip:	Riverside	NJ	08075
Phone: (ext.)	856.461.1460	Fax:	856.461.1854
E-mail:	mjack@riversidetwp.org		

Chief Executive Officer:(1)	Vacant		
Phone: (ext.)		Fax:	
E-mail:			

Treasurer:	Meghan Jack		
Phone: (ext.)	856.461.1460	Fax:	856.461.1854
E-mail:	mjack@riversidetwp.org		

Name of Auditor:	Brent Lee		
Name of Firm:	Brent W. Lee & Co., LLC		
Address:	3008 New Albany Rd		
City, State, Zip:	Cinnaminson	NJ	08077
Phone: (ext.)	609.456.8804	Fax:	
E-mail:	Brentlee1963@yahoo.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

RIVERSIDE SEWERAGE AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2020 TO: DECEMBER 31, 2020

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **21**
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: **\$533,872.73**
- 3) Provide the number of regular voting members of the governing body: **5** (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 (Regional Authorities may have more than 7 members) s per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: **0** (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? Yes If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **YES** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **NO** If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **NO**If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **NO** If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).**

- 11) Did the Authority pay for meals or catering during the current fiscal year? **NO** If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **YES** If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- a. First class or charter travel **NO**
 - b. Travel for companions **NO**
 - c. Tax indemnification and gross-up payments **NO**
 - d. Discretionary spending account **NO**
 - e. Housing allowance or residence for personal use **NO**
 - f. Payments for business use of personal residence **NO**
 - g. Vehicle/auto allowance or vehicle for personal use **NO**
 - h. Health or social club dues or initiation fees **NO**
 - i. Personal services (i.e.: maid, chauffeur, chef) **NO**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **NO** If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is **Not Applicable**). (New Jersey Infrastructure Trust Loans are not bonded debt of an Authority)
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO** If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.

**Riverside Sewerage Authority
N-3 Supplement**

- 5) The Assistant Superintendent (Jeffrey Conard) is the son of an Authority Member (George Conard).
- 10) The compensation for persons listed is determined by the members of the Authority during contract negotiations and/or annual budget proceedings. The Authority members do, from time to time, survey the compensation data for comparable positions in similarly sized entities. Periodic performance evaluations are done.
- 12) The Authority pays for the travel expenses of the members to the annual sewer and league of municipalities conferences. These expenses included the following this year:
- a) Sewer Conference: \$100.00 advance travel payments for the five (5) members of the Sewerage Authority, totaling \$500.00, as well as \$2,020.14 in hotel accommodations for the duration of the conference.
 - b) League Conference: \$100.00 advance travel payments for the four (5) members of the Sewerage Authority, the Secretary and the Assistant Secretary, totaling \$500.00, as well as \$1,830.00 in hotel accommodations for the duration of the conference.

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
RIVERSIDE SEWERAGE AUTHORITY**

FISCAL YEAR: FROM: JANUARY 1, TO: DECEMBER
2020 31, 2020

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (Use the Most Recent W-2 available 2018 or 2019). The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

Riverside Sewerage Authority

For the Period January 1, 2020 to December 31, 2020

Position (Can Check more than 1 Column for each person)

Reportable Compensation from Authority (W-2/ 1099)

A Line Item	B Name	C Title	D Average Hours per Week Dedicated to Position	E Commissioner	F Officer	G Key Employee	H Highest Compensated Employee	I Former	J Base \$ as of 12/31/19	K Bonus	L Other auto allowance, expense account, payment in lieu of health benefits, etc.	M Estimated amount of other compensation from Authority (health benefits, pension, etc.)	N Total Compensation from Authority	O Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below	P Positions held at Other Public Entities Listed in Column O	Q Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	R Reportable Compensation from Other Public Entities (W-2/ 1099)	S Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	T Total Compensation All Public Entities
2	Richard Horton	Member	1	X					1,700	0	0	0	1,700	Fire District	Commissioner	5	1,700	3,400	3,400
3	George Conrad	Member	1	X					1,700	0	0	0	1,700	Eggewater SA	Executive Director	25	55,000	56,700	
4	Robert VanMeter	Member	1	X					1,700	0	0	0	1,700	None			1,700	1,700	
5	Ronald Mingos	Member	1	X					1,700	0	0	0	1,700	None			1,700	1,700	
6	Joseph Balder	Superintendent	40		X				81,182	40,000	40,000	121,182	121,182	None			121,182	121,182	
7	Meghan Jacc	Treasurer	20		X				26,546	1,900	1,900	28,446	28,446	Riverside Township	Administrator	40	97,088	125,534	
9									0	0	0	0	0				0	0	0
10									0	0	0	0	0				0	0	0
11									0	0	0	0	0				0	0	0
12									0	0	0	0	0				0	0	0
13									0	0	0	0	0				0	0	0
14									0	0	0	0	0				0	0	0
15									0	0	0	0	0				0	0	0
Total:										\$ 116,428	\$ 41,900	\$ 158,328	\$ 218,788	\$ 12,000	\$ 389,116				

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Riverside Sewerage Authority
 For the Period January 1, 2020 to December 31, 2020

If Not Applicable X this box Below

	Annual Cost		# of Covered Members	# of Covered Members (Medical & Rx)	Annual Cost per Employee	Total Prior year Year Cost	% Increase (Decrease)		
	Proposed Budget	Estimate Proposed Budget							
Active Employees - Health Benefits - Annual Cost									
Single Coverage	2	\$ 11,324	2	\$ 22,648	2	\$ 11,324	\$ 22,648	0	0.0%
Parent & Child	0	-	-	-	-	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	1	24,388	1	24,388	1	24,388	24,388	0	0.0%
Family	4	33,270	4	133,080	4	29,469	117,876	15,204	12.9%
Employee Cost Sharing Contribution (enter as negative -)		(15,584)				(12,357)	(3,227)	15,204	26.1%
Subtotal	7	164,532	7	164,532	7	152,555	11,977	11,977	7.9%
Commissioners - Health Benefits - Annual Cost									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0	-	0	-	0	-	-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost									
Single Coverage									#DIV/0!
Parent & Child									#DIV/0!
Employee & Spouse (or Partner)									#DIV/0!
Family									#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!
Subtotal	0	-	0	-	0	-	-	-	#DIV/0!
GRAND TOTAL	7	\$ 164,532	7	\$ 164,532	7	\$ 152,555	\$ 11,977	\$ 11,977	7.9%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box) Yes No
 Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box) Yes No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

2020 (2020-2021) AUTHORITY BUDGET

Financial Schedules Section



SUMMARY

Riverside Sewerage Authority
 For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Operation #1	Sewer	N/A	N/A	Total All Operations	Total All Operations		
REVENUES								
Total Operating Revenues	\$	1,850,193	\$	-	\$	1,850,193	\$	0.0%
Total Non-Operating Revenues	-	34,200	-	-	34,200	-	-	0.0%
Total Anticipated Revenues	-	1,884,393	-	-	1,884,393	-	-	0.0%
APPROPRIATIONS								
Total Administration	-	462,644	-	-	462,644	491,602	(28,958)	-5.9%
Total Cost of Providing Services	-	1,304,126	-	-	1,304,126	1,271,489	32,637	2.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	58,809	-	-	58,809	60,471	(1,662)	-2.7%
Total Operating Appropriations	-	1,825,579	-	-	1,825,579	1,823,562	2,017	0.1%
Total Interest Payments on Debt	-	8,814	-	-	8,814	10,831	(2,017)	-18.6%
Total Other Non-Operating Appropriations	-	50,000	-	-	50,000	-	-	0.0%
Total Non-Operating Appropriations	-	58,814	-	-	58,814	60,831	(2,017)	-3.3%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	-	1,884,393	-	-	1,884,393	1,884,393	-	0.0%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	-	1,884,393	-	-	1,884,393	1,884,393	-	0.0%
ANTICIPATED SURPLUS (DEFICIT)	\$	-	\$	-	\$	-	\$	#DIV/0!

Revenue Schedule

Riverside Sewerage Authority

For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget						FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Operation #1	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
									All Operations
OPERATING REVENUES									
<i>Service Charges</i>									
Residential		1,208,785					\$ 1,208,785	\$ -	0.0%
Business/Commercial		245,263					245,263	-	0.0%
Industrial		118,326					118,326	-	0.0%
Intergovernmental		257,819					257,819	-	0.0%
Other		6,000					6,000	-	0.0%
Total Service Charges		1,836,193					1,836,193	-	0.0%
<i>Connection Fees</i>									
Residential		6,500					6,500	-	0.0%
Business/Commercial		7,500					7,500	-	0.0%
Industrial		-					-	-	#DIV/0!
Intergovernmental		-					-	-	#DIV/0!
Other		-					-	-	#DIV/0!
Total Connection Fees		14,000					14,000	-	0.0%
<i>Parking Fees</i>									
Meters		-					-	-	#DIV/0!
Permits		-					-	-	#DIV/0!
Fines/Penalties		-					-	-	#DIV/0!
Other		-					-	-	#DIV/0!
Total Parking Fees		-					-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>									
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Type in (Grant, Other Rev)		-					-	-	#DIV/0!
Total Other Revenue		-					-	-	#DIV/0!
Total Operating Revenues		1,850,193					1,850,193	-	0.0%
NON-OPERATING REVENUES									
<i>Other Non-Operating Revenues (List)</i>									
Type in		-					-	-	#DIV/0!
Type in		-					-	-	#DIV/0!
Type in		-					-	-	#DIV/0!
Type in		-					-	-	#DIV/0!
Type in		-					-	-	#DIV/0!
Type in		-					-	-	#DIV/0!
Total Other Non-Operating Revenue		-					-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned		9,200					9,200	-	0.0%
Penalties		25,000					25,000	-	0.0%
Other		-					-	-	#DIV/0!
Total Interest		34,200					34,200	-	0.0%
Total Non-Operating Revenues		34,200					34,200	-	0.0%
TOTAL ANTICIPATED REVENUES		\$ 1,884,393					\$ 1,884,393	\$ -	0.0%

Prior Year Adopted Revenue Schedule

Riverside Sewerage Authority

FY 2019 Adopted Budget

	Operation					Total All Operations
	#1	Sewer	N/A	N/A	N/A	
OPERATING REVENUES						
<i>Service Charges</i>						
Residential		1,208,785				\$ 1,208,785
Business/Commercial		245,263				245,263
Industrial		118,326				118,326
Intergovernmental		257,819				257,819
Other		6,000				6,000
Total Service Charges	-	1,836,193	-	-	-	1,836,193
<i>Connection Fees</i>						
Residential		6,500				6,500
Business/Commercial		7,500				7,500
Industrial						-
Intergovernmental						-
Other						-
Total Connection Fees	-	14,000	-	-	-	14,000
<i>Parking Fees</i>						
Meters						-
Permits						-
Fines/Penalties						-
Other						-
Total Parking Fees	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>						
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Type in (Grant, Other Rev)						-
Total Other Revenue	-	-	-	-	-	-
Total Operating Revenues	-	1,850,193	-	-	-	1,850,193
NON-OPERATING REVENUES						
<i>Other Non-Operating Revenues (List)</i>						
Type in						-
Type in						-
Type in						-
Type in						-
Type in						-
Type in						-
Total Other Non-Operating Revenues	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>						
Interest Earned		9,200				9,200
Penalties		25,000				25,000
Other						-
Total Interest	-	34,200	-	-	-	34,200
Total Non-Operating Revenues	-	34,200	-	-	-	34,200
TOTAL ANTICIPATED REVENUES	\$ -	\$ 1,884,393	\$ -	\$ -	\$ -	\$ 1,884,393

Appropriations Schedule

Riverside Sewerage Authority
For the Period January 1, 2020 to December 31, 2020

	FY 2020 Proposed Budget						FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Operation						Total All Operations	Total All Operations	All Operations	All Operations
	#1	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages		\$ 165,401				\$ 165,401	\$ 160,102	\$ 5,299	3.3%	
Fringe Benefits		92,500				92,500	96,500	(4,000)	-4.1%	
Total Administration - Personnel		257,901				257,901	256,602	1,299	0.5%	
<i>Administration - Other (List)</i>										
Professional Services		103,000				103,000	127,500	(24,500)	-19.2%	
Rent Expense		55,000				55,000	55,000	-	0.0%	
Office Supplies		21,500				21,500	23,500	(2,000)	-8.5%	
Conference & Seminars		13,743				13,743	17,000	(3,257)	-19.2%	
Miscellaneous Administration*		11,500				11,500	12,000	(500)	-4.2%	
Total Administration - Other		204,743				204,743	235,000	(30,257)	-12.9%	
Total Administration		462,644				462,644	491,602	(28,958)	-5.9%	
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages		384,087				384,087	380,750	3,337	0.9%	
Fringe Benefits		270,000				270,000	262,000	8,000	3.1%	
Total COPS - Personnel		654,087				654,087	642,750	11,337	1.8%	
<i>Cost of Providing Services - Other (List)</i>										
Utility Expenses		153,000				153,000	153,000	-	0.0%	
Solid Waste Control		37,500				37,500	37,500	-	0.0%	
Repair & Maintenance		247,039				247,039	210,000	37,039	17.6%	
Chemicals		35,000				35,000	35,000	-	0.0%	
Miscellaneous COPS*		177,500				177,500	193,239	(15,739)	-8.1%	
Total COPS - Other		650,039				650,039	628,739	21,300	3.4%	
Total Cost of Providing Services		1,304,126				1,304,126	1,271,489	32,637	2.6%	
Total Principal Payments on Debt Service in Lieu of Depreciation		58,809				58,809	60,471	(1,662)	-2.7%	
Total Operating Appropriations		1,825,579				1,825,579	1,823,562	2,017	0.1%	
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt		8,814				8,814	10,831	(2,017)	-18.6%	
Operations & Maintenance Reserve							-	-	#DIV/0!	
Renewal & Replacement Reserve		50,000				50,000	50,000	-	0.0%	
Municipality/County Appropriation							-	-	#DIV/0!	
Other Reserves							-	-	#DIV/0!	
Total Non-Operating Appropriations		58,814				58,814	60,831	(2,017)	-3.3%	
TOTAL APPROPRIATIONS		1,884,393				1,884,393	1,884,393	-	0.0%	
ACCUMULATED DEFICIT							-	-	#DIV/0!	
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT		1,884,393				1,884,393	1,884,393	-	0.0%	
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation							-	-	#DIV/0!	
Other							-	-	#DIV/0!	
Total Unrestricted Net Position Utilized							-	-	#DIV/0!	
TOTAL NET APPROPRIATIONS		\$ 1,884,393	\$ -	\$ -	\$ -	\$ -	\$ 1,884,393	\$ -	0.0%	

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ - \$ 91,278.95 \$ - \$ - \$ - \$ - \$ 91,278.95

2020 Appropriations Schedule

Riverside Sewerage Authority
Burlington

	2020 Proposed Budget	2019 Proposed Budget
Administration - Other		
Advertising		
Personal & Equipment		
Dues & Subscriptions		
Elections		
Computer Committee		
Office Supplies		
Travel		
Total	<u>-</u>	<u>-</u>
Cost of Operations & Maintenance - Other		
Tools & Equipment	10,000	12,739
Laboratory Fees	45,000	35,000
Miscellaneous	35,000	35,000
Travel & Other Expenses	7,500	7,500
Lease/Purchase of Equipment	25,000	45,000
Materials & Supplies	3,000	3,000
Truck Maintenance	5,000	10,000
Telephone & Alarms	15,000	15,000
Licenses & Permits	32,000	30,000
Total	<u>177,500</u>	<u>193,239</u>

Prior Year Adopted Appropriations Schedule

Riverside Sewerage Authority

FY 2019 Adopted Budget

	Operation						Total All Operations
	#1	Sewer	N/A	N/A	N/A	N/A	
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages		\$ 160,102					\$ 160,102
Fringe Benefits		96,500					96,500
Total Administration - Personnel	-	256,602	-	-	-	-	256,602
<i>Administration - Other (List)</i>							
Professional Services		127,500					127,500
Rent Expense		55,000					55,000
Office Supplies		23,500					23,500
Conference & Seminars		17,000					17,000
Miscellaneous Administration*		12,000					12,000
Total Administration - Other	-	235,000	-	-	-	-	235,000
Total Administration	-	491,602	-	-	-	-	491,602
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages		380,750					380,750
Fringe Benefits		262,000					262,000
Total COPS - Personnel	-	642,750	-	-	-	-	642,750
<i>Cost of Providing Services - Other (List)</i>							
Utility Expenses		153,000					153,000
Solid Waste Control		37,500					37,500
Repair & Maintenance		210,000					210,000
Chemicals		35,000					35,000
Miscellaneous COPS*		193,239					193,239
Total COPS - Other	-	628,739	-	-	-	-	628,739
Total Cost of Providing Services	-	1,271,489	-	-	-	-	1,271,489
Total Principal Payments on Debt Service in Lieu of Depreciation	-	60,471	-	-	-	-	60,471
Total Operating Appropriations	-	1,823,562	-	-	-	-	1,823,562
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	-	10,831	-	-	-	-	10,831
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve		50,000					50,000
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	-	60,831	-	-	-	-	60,831
TOTAL APPROPRIATIONS	-	1,884,393	-	-	-	-	1,884,393
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	-	1,884,393	-	-	-	-	1,884,393
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-		-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-		-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ -	\$ 1,884,393	\$ -	\$ -	\$ -	\$ -	\$ 1,884,393

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ - \$ 91,178.10 \$ - \$ - \$ - \$ - \$ 91,178.10

Debt Service Schedule - Principal

Riverside Sewerage Authority

	Fiscal Year Ending in								
If Authority has no debt X this box	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025	Thereafter	Total Principal Outstanding
<i>Operation #1</i>									\$
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
<i>Sewer</i>									
2002 NJEIT Program	8,971	7,309	10,250	13,204					30,763
Intergovt (Riverside Twp) - 2012 BAN	23,000	23,000	23,000	21,327					67,327
Intergovt (Riverside Twp) - 2015 BAN	28,500	28,500	28,500	28,500	28,500	28,500	28,500		171,000
Type in Issue Name									
Total Principal	60,471	58,809	61,750	63,031	28,500	28,500	28,500		269,090
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Principal									
\$	60,471	\$ 58,809	\$ 61,750	\$ 63,031	\$ 28,500	\$ 28,500	\$ 28,500	\$ 28,500	\$ 269,090
TOTAL PRINCIPAL ALL OPERATIONS									

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

<i>Moody's</i>		<i>Standard & Poors</i>	
<i>Fitch</i>			
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

Riverside Sewerage Authority

	Fiscal Year Ending in						Total Interest Payments Outstanding		
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024		2025	Thereafter
Operation #1									
Type in Issue Name									\$
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments									
Sewer									
2002 NJEIT Program	4,281	3,414	2,600	1,618					7,632
Intergovt (Riverside Twp) - 2012 BAN	2,050	1,550	1,000	500					3,050
Intergovt (Riverside Twp) - 2015 BAN	4,500	3,850	3,210	2,550	1,925	1,300	650		13,485
Type in Issue Name									
Total Interest Payments	10,831	8,814	6,810	4,668	1,925	1,300	650		24,167
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments									
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments									
TOTAL INTEREST ALL OPERATIONS	\$ 10,831	\$ 8,814	\$ 6,810	\$ 4,668	\$ 1,925	\$ 1,300	\$ 650		\$ 24,167

Net Position Reconciliation

Riverside Sewerage Authority

For the Period January 1, 2020 to December 31, 2020

FY 2020 Proposed Budget

Operation #1	Sewer	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ -	\$ 3,929,440				\$ 3,929,440
Less: Invested in Capital Assets, Net of Related Debt (1)		3,354,285				3,354,285
Less: Restricted for Debt Service Reserve (1)						-
Less: Other Restricted Net Position (1)		5,391				5,391
Total Unrestricted Net Position (1)		569,764				569,764
Less: Designated for Non-Operating Improvements & Repairs						-
Less: Designated for Rate Stabilization						-
Less: Other Designated by Resolution						-
Plus: Accrued Unfunded Pension Liability (1)		1,253,851				1,253,851
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)						-
Plus: Estimated Income (Loss) on Current Year Operations (2)						-
Plus: Other Adjustments (attach schedule)						-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET		1,823,615				1,823,615
Unrestricted Net Position Utilized to Balance Proposed Budget						-
Unrestricted Net Position Utilized in Proposed Capital Budget		150,000				150,000
Appropriation to Municipality/County (3)						-
Total Unrestricted Net Position Utilized in Proposed Budget		150,000				150,000
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR						
Last issued Audit Report (4)		\$ -	\$ 1,673,615	\$ -	\$ -	\$ 1,673,615

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ - \$ 91,279 \$ - \$ - \$ - \$ - \$ 91,279

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2020 (2020-2021)
RIVERSIDE
SEWERAGE
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

RIVERSIDE SEWERAGE AUTHORITY

FISCAL YEAR: FROM: *Jan. 1, 2020* TO: *Dec. 31, 2020*

enter X to the left if this paragraph is applicable

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Riverside Sewerage Authority, on the 28th day of October, 2019.

OR

enter X to the left if this paragraph is applicable

It is hereby certified that the governing body of the _____ Authority have elected NOT to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:	<i>Susan M Dydek</i>		
Name:	Susan Dydek		
Title:	Secretary		
Address:	237 S. Pavilion Ave Riverside, NJ 08075		
Phone Number:	856.461.1460	Fax Number:	856.461.1854
E-mail address	sdydek@riversidetwp.org		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Riverside Sewerage Authority

FISCAL YEAR: FROM: January 1, 2020 TO: December 31,
2020

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

No

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

No

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

No

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example Rate Increases Funding or Other sources)

N/A – At this time the capital projects will not have an impact on rates.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

N/A - None

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

None

Add additional sheets if necessary.

Proposed Capital Budget

Riverside Sewerage Authority
For the Period January 1, 2020 to December 31, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Operation #1</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Sewer</i>						
Plant Improvements	100,000	\$ 75,000	\$ 25,000			
Line/Manhole Replacement	100,000	75,000	25,000			
Type in Description	-					
Type in Description	-					
Total	200,000	150,000	50,000	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 200,000	\$ 150,000	\$ 50,000	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Riverside Sewerage Authority
For the Period January 1, 2020 to December 31, 2020

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2020	2021	2022	2023	2024	2025
<i>Operation #1</i>							
Type in Description	\$ -	\$ -					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Sewer</i>							
Plant Improvements	350,000	100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Line/Manhole Replacement	350,000	100,000	50,000	50,000	50,000	50,000	50,000
Type in Description	-	-					
Type in Description	-	-					
Total	700,000	200,000	100,000	100,000	100,000	100,000	100,000
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 700,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Riverside Sewerage Authority

For the Period January 1, 2020 to December 31, 2020

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Operation #1</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Sewer</i>						
Plant Improvements	350,000	\$ 75,000	\$ 275,000			
Line/Manhole Replacement	350,000	75,000	275,000			
Type in Description	-					
Type in Description	-					
Total	700,000	150,000	550,000	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 700,000	\$ 150,000	\$ 550,000	\$ -	\$ -	\$ -
Total 5 Year Plan per CB-4	<u>\$ 700,000</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

State of New Jersey
Department of Community Affairs
Division of Local Government Services
PROPOSED INTRODUCED AUTHORITY BUDGET
INTRODUCED BUDGET TRANSMITTAL PACKAGE

Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803.* Check the box of each item to indicate that it is included in budget or has been completed.

Proposed Introduced Authority Budget Document

- 2 copies of the Introduced budget document that includes all pages completed
- Authority Name and Fiscal Year are filled in
- Signature blocks on Pages C-2, C-3, and C-4 are filled in along with title, address, e-mail address, phone number and fax number.
- Page C-5 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)
- Page C-5 Proposed hearing date for adoption of Budget reflected in Authority Budget Resolution
- Page C-5 Authority Budget Resolution is signed with original hand-written signature
- Budget Narrative (N Pages) and Information Section is complete (All items answered or indicated N/A)
- Pages N-6 and F-8 applicable amounts agree to the most recent issued audit report of the Authority
- Sheets not completed have an explanation on them (Such as Authority has no Debt Service)

Introduced Capital Budget (Page CB-1 through CB-5)

- Authority Name and Fiscal Year are filled in
- Signature blocks on Page CB-1 are filled in along with title, address, e-mail address, phone number and fax number and proper Box Checked off (Top Box 1 Have a Capital Budget or Bottom Box 2 Don't have a Capital Budget)
- Page CB-2-- has all questioned answered or an explanation why question a question does not apply
- Page CB-5—Balance Check amount equals Zero

Official's Signature:	<i>Susan M Dydek</i>		
Name:	<i>Susan M Dydek</i>		
Title:	<i>Authority Secretary</i>		
Address:	<i>237 S. Pavilion Ave Riverside NJ 08075</i>		
Phone Number:	<i>856-461-1460</i>	Fax Number:	<i>856-461-1851</i>
E-mail address:	<i>sdydek@riverside-twp.org</i>		

State of New Jersey
Department of Community Affairs
Division of Local Government Services
ADOPTED AUTHORITY BUDGET
ADOPTED BUDGET TRANSMITTAL PACKAGE (After Adoption of Budget)

Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803.* Check the box of each item to indicate that it is included in budget or has been completed.

Adopted Authority Budget Document

- 2 copies of the Adopted budget document submitted that includes all pages completed
 - All items on the Introduced Budget Transmittal Package completed and included
 - Page C-6 Signed with Manual Signature along with title, address, e-mail address, phone number and fax number.
 - Page C-7 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)

PDF of Adopted Budget (All pages)

- Submit a pdf copy of the budget package (Adopted) to authoritiesunit@dca.nj.gov with the name of the authority in the subject line along with wording Adopted Budget.

Official's Signature:	Susan M Dydek		
Name:	Susan M Dydek RMC		
Title:	Authority Secretary		
Address:	PO Box 188 Riverside NJ 08075		
Phone Number:	856-461-1460	Fax Number:	none
E-mail address:	sdydek@riverside.twp.nj.gov		