



State of New Jersey Local Government Services

Year: **Municipal User Friendly Budget**

MUNICIPALITY:

Municode: **Filename:** 1009_fbi_2022.xlsm

Website:

Phone Number:

Mailing Address:

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

Mayor

First Name	Middle Name	Last Name	Term Expires	Business Email
Betsy		Driver	12/31/2022	bdriver@historicflemington.com

Chief Administrative Officer

--	--	--	--	--

Chief Financial Officer

William	J	Hance		bhance@historicflemington.com
---------	---	-------	--	-------------------------------

Municipal Clerk

Sallie		Graziano		sgraziano@historicflemington.com
--------	--	----------	--	----------------------------------

Registered Municipal Accountant

Warren	M	Korecky		wkorecky@scnco.com
--------	---	---------	--	--------------------

Governing Body Members

First Name	Middle Name	Last Name	Term Expires	Business Email
Jessica		Hand	12/31/2022	jhand@historicflemington.com
Jeremy		Long	12/31/2022	jlong@historicflemington.com
Kim		Tilly	12/31/2023	ktilly@historicflemington.com
Malik		Johnston	12/31/2023	mjohnston@historicflemington.com
Elizabeth		Rosetti	12/31/2024	erosetti@historicflemington.com

USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

<u>2021 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2022 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	1.008	\$4,734,408.89	31.22%	\$2,986.36	Municipal Purpose Tax	ACTUAL	\$4,998,079.24
Municipal Library	0.031	\$145,392.11	0.96%	\$91.84	Municipal Library	ACTUAL	\$150,614.35
Municipal Open Space	0.000	\$0.00	0.00%	\$0.00	Municipal Open Space	ACTUAL	\$0.00
Municipal Arts and Culture	0.000	\$0.00	0.00%	\$0.00	Municipal Arts and Culture	ACTUAL	\$0.00
Fire Districts (avg. rate/total levies)	0.000	\$0.00	0.00%	\$0.00	Fire Districts (total levies)	ACTUAL	\$0.00
Other Special Districts (total levies)	0.169	\$362,000.00	2.39%	\$500.69	Other Special Districts (total levies)	ACTUAL	\$362,000.00
Local School District	1.289	\$6,048,457.00	39.88%	\$3,818.87	Local School District	ESTIMATED	\$6,050,000.00
Regional School District	0.501	\$2,349,455.00	15.49%	\$1,484.29	Regional School District	ESTIMATED	\$2,350,000.00
County Purposes	0.297	\$1,394,219.63	9.19%	\$879.91	County Purposes	ESTIMATED	\$1,395,000.00
County Library	0.000	\$0.00	0.00%	\$0.00	County Library	ACTUAL	\$0.00
County Board of Health	0.000	\$0.00	0.00%	\$0.00	County Board of Health	ACTUAL	\$0.00
County Open Space	0.028	\$133,152.54	0.88%	\$82.95	County Open Space	ESTIMATED	\$139,332.18
Other County Levies (total)	0.000	\$0.00	0.00%	\$0.00	Other County Levies (total)	ACTUAL	\$0.00
Total (Calendar Year 2021 Budget)	3.323	\$15,167,085.17	100.00%	\$9,844.92	Total ESTIMATED amount to be raised by taxes		\$15,445,025.77
Total Taxable Valuation as of October 1, 2021 \$497,614,920.00 (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy 1,793,616.15		
Current Year Average Residential Assessment \$296,266.00					Budget Appropriations, before Reserve for Uncollected Taxes 6,532,309.74		
<u>Prior Year to Current Year Comparison</u>					Total Non-Municipal Tax Levy \$10,296,332.18		
<u>Comparison - Municipal Purposes Tax Rate</u>					Amount to be Raised by Taxes - Before RUT \$15,035,025.77		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) \$410,000.00		
1.008	1.004	-0.36%			Total Amount to be Raised by Taxes \$15,445,025.77		
<u>Comparison - Municipal Purposes Tax Levy</u>					% of Tax Collections used to Calculate RUT 97.34%		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used 		
\$4,734,408.89	\$4,998,079.24	5.57%	\$263,670.35		<u>Tax Collections - ACTUAL as of Prior Year</u>		
<u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)</u>					Total Tax Revenue, Collections CY 2021 14,929,628.44		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Levy, CY 2021 15,221,501.90		
\$2,986.36	\$2,975.70	-0.36%	(\$10.67)		% of Taxes Collected, CY 2021 98.08%		
					Delinquent Taxes - December 31, 2021 \$279,502.60		

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	Arts and Culture Trust Fund	Water Utility	Sewer Utility	Utility	Utility	Utility
08	Surplus	1.83%	\$23,725.00	\$1,294,000.00	\$1,317,725.00	\$370,000.00			\$96,200.00	\$851,525.00			
08	Local Revenue	-8.01%	(\$314,823.50)	\$3,930,223.50	\$3,615,400.00	\$276,000.00			\$1,434,800.00	\$1,904,600.00			
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$367,974.00	\$367,974.00	\$367,974.00							
08	Uniform Construction Code Fees	-1.24%	(\$756.10)	\$60,756.10	\$60,000.00	\$60,000.00							
	Special Revenue Items w/ Prior Written Consent												
11	Shared Services Agreements	255.19%	\$37,360.00	\$14,640.00	\$52,000.00	\$52,000.00							
08	Additional Revenue Offset by Appropriations	-57.67%	(\$202,778.74)	\$351,620.89	\$148,842.15	\$148,842.15							
10	Public and Private Revenue	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
08	Other Special Items	59.82%	\$89,757.03	\$150,042.97	\$239,800.00	\$239,800.00							
15	Receipts from Delinquent Taxes	-8.10%	(\$24,585.31)	\$303,585.31	\$279,000.00	\$279,000.00							
	Amount to be raised by taxation												
07	Local Tax for Municipal Purposes	2.00%	\$97,829.52	\$4,900,249.72	\$4,998,079.24	\$4,998,079.24							
07	Minimum Library Tax	3.59%	\$5,222.24	\$145,392.11	\$150,614.35	\$150,614.35							
54	Open Space Levy Tax	#DIV/0!	\$0.00	\$0.00	\$0.00								
56	Arts and Cultural Levy Tax	#DIV/0!	\$0.00	\$0.00	\$0.00								
07	Addition to Local District School Tax	#DIV/0!	\$0.00	\$0.00	\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00	\$0.00	\$0.00								
	Total	-2.51%	(\$289,049.86)	\$11,518,484.60	\$11,229,434.74	\$6,942,309.74	\$0.00	\$0.00	\$1,531,000.00	\$2,756,125.00	\$0.00	\$0.00	\$0.00

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	Arts and Culture Trust Fund	Water Utility	Sewer Utility	Utility	Utility	Utility	
	Full-Time	Part-Time														
20	General Government	3.00	12.00	416.86%	\$3,181,876.00	\$763,299.00	\$3,945,175.00	\$758,425.00			\$818,500.00	\$2,368,250.00				
21	Land-Use Administration		1.00	77.73%	\$50,600.00	\$65,100.00	\$115,700.00	\$115,700.00								
22	Uniform Construction Code	1.00	3.00	-0.35%	(\$430.00)	\$121,970.00	\$121,540.00	\$121,540.00								
23	Insurance			0.00%	\$0.00	\$664,000.00	\$664,000.00	\$664,000.00								
25	Public Safety	16.00	8.00	8.10%	\$165,666.88	\$2,045,346.27	\$2,211,013.15	\$1,928,171.00	\$282,842.15							
26	Public Works	5.00	0.00	4.12%	\$13,064.00	\$317,136.00	\$330,200.00	\$330,200.00								
27	Health and Human Services			-6.67%	(\$2,000.00)	\$30,000.00	\$28,000.00	\$28,000.00								
28	Parks and Recreation			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
29	Education (including Library)	3.00	5.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
30	Unclassified			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
31	Utilities and Bulk Purchases	6.00		0.00%	\$0.00	\$165,000.00	\$165,000.00	\$165,000.00								
32	Landfill / Solid Waste Disposal			50.27%	\$148,000.00	\$294,400.00	\$442,400.00	\$442,400.00								
35	Contingency			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
36	Statutory Expenditures			16.79%	\$131,923.59	\$785,508.00	\$917,431.59	\$831,431.59			\$30,000.00	\$56,000.00				
37	Judgements			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
42	Shared Services			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
43	Court and Public Defender	2.00	2.00	-10.56%	(\$34,000.00)	\$322,100.00	\$288,100.00	\$288,100.00								
44	Capital			112.73%	\$62,000.00	\$55,000.00	\$117,000.00	\$77,000.00			\$5,000.00	\$35,000.00				
45	Debt			179.52%	\$877,115.00	\$488,585.00	\$1,365,700.00	\$499,500.00			\$677,500.00	\$188,700.00				
46	Deferred Charges			#DIV/0!	\$108,175.00	\$0.00	\$108,175.00	\$0.00				\$108,175.00				
48	Debt - Type 1 School District			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
50	Reserve for Uncollected Taxes			0.00%	\$0.00	\$410,000.00	\$410,000.00	\$410,000.00								
55	Surplus General Budget			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
	Total	36.00	31.00	72.03%	\$4,701,990.47	\$6,527,444.27	\$11,229,434.74	\$6,659,467.59	\$282,842.15	\$0.00	\$0.00	\$1,531,000.00	\$2,756,125.00	\$0.00	\$0.00	\$0.00

**USER FRIENDLY BUDGET SECTION
STRUCTURAL BUDGET IMBALANCES**

<i>Revenues at Risk</i>	<i>Non-recurring appropriation reductions</i>	<i>Future Year Appropriation Increases</i>	<i>Structural Imbalance Offsets</i>	Line Item. Put "X" in cell to the left that corresponds to the type of imbalance.	Amount	Comment/Explanation

ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA

Property Tax Assessments - Taxable Properties (October 1, 2021 Value)				Property Tax Assessments - Exempt Properties (October 1, 2021 Value)			
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total
1 Vacant Land	31	\$2,182,600.00	0.44%	15A Public Schools	1	\$5,480,000.00	8.60%
2 Residential	851	\$252,122,700.00	50.67%	15B Other Schools	0	\$0.00	0.00%
3A/3B Farm	0		0.00%	15C Public Property	32	\$34,377,300.00	53.95%
4A Commercial	239	\$179,508,120.00	36.07%	15D Church and Charities	15	\$15,496,900.00	24.32%
4B Industrial	2	\$1,910,000.00	0.38%	15E Cemeteries & Graveyards	6	\$1,798,300.00	2.82%
4C Apartments	10	\$61,891,500.00	12.44%	15F Other Exempt	13	\$6,572,400.00	10.31%
5A/5B Railroad	5	\$0.00	0.00%				
6A/6B Business Personal Property	2	\$0.00	0.00%				
Total	1,140	\$497,614,920.00	100.00%	Total	67	\$63,724,900.00	100.00%
Average Ratio (%), Assessed to True Value		109.58%		Percentage of Exempt vs. Non-Exempt Properties			
Equalized Valuation, Taxable Properties		\$454,111,078.66		12.81%			
Total # of property tax appeals filed in 2021		County Tax Board	8.00				
		State Tax Court	4.00				
Number of 2021 County Tax Board decisions appealed to Tax Court			2.00				
Number of pending property tax appeals in State Tax Court			2.00				
Amount paid out by municipality for tax appeals in 2021			\$0.00				

Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2021 Total Tax Rate
G Commercial/Industrial Exemption	2		\$1,043,600.00	\$62,818.22
I Dwelling Exemption				
J Dwelling Abatement	1		\$397,600.00	\$788.50
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
Total 5 Yr Exemptions/Abatements	3	0.00	1,441,200.00	63,606.72

**USER FRIENDLY BUDGET SECTION
Long Term Tax Exemptions**

<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					
Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	
Total Long Term Exemptions - Column Total		0.00	0.00	0.00	Total Long Term Exemptions - Column Total		\$0.00	\$0.00	\$0.00	Total Long Term Exemptions - Column Total		\$0.00	\$0.00	\$0.00	Total Long Term Exemptions - Column Total		\$0.00	\$0.00	\$0.00	
Mark "X" if Grand Total					Mark "X" if Grand Total					Mark "X" if Grand Total					Total Long Term Exemptions - GRAND TOTAL		\$0.00	\$0.00	\$0.00	

**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	0.00	7.00	38,463.35	\$35,730.00	\$0.00	\$0.00	\$0.00	\$2,733.35
Supervisory Staff (Department Heads & Managers)	3.00	4.00	491,304.12	\$323,680.00	\$0.00	\$55,000.00	\$87,862.60	\$24,761.52
Police Officers (Including Superior Officers)	15.00	0.00	2,788,348.55	\$1,675,580.00	\$135,000.00	\$486,621.00	\$362,965.68	\$128,181.87
Fire Fighters (Including Superior Officers)	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
All Other Union Employees not listed above	10.00	0.00	1,169,301.62	\$734,464.00	\$60,678.48	\$80,551.00	\$237,421.64	\$56,186.50
All Other Non-Union Employees not listed above	12.00	32.00	540,467.45	\$437,163.52	\$0.00	\$35,000.00	\$34,860.92	\$33,443.01
Totals	40.00	43.00	5,027,885.08	\$3,206,617.52	\$195,678.48	\$657,172.00	\$723,110.84	\$245,306.24

Is the Local Government required to comply with N.J.S.A. 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

	Current Year # of Covered Members (Medical & Rx)	Current Year Annual Cost Estimate per Employee	Total Current Year Cost	Prior Year # of Covered Members (Medical & Rx)	Prior Year Annual Cost per Employee (Average)	Total Prior Year Cost
Active Employees - Health Benefits - Annual Cost						
Single Coverage	8.00	\$11,986.47	\$95,891.76	5.00	\$11,780.88	\$58,904.40
Parent & Child	1.00	\$22,028.88	\$22,028.88	2.00	\$20,641.32	\$41,282.64
Employee & Spouse (or Partner)	4.00	\$23,479.35	\$93,917.40	5.00	\$22,348.56	\$111,742.80
Family	17.00	\$32,978.10	\$560,627.76	16.00	\$32,895.60	\$526,329.60
Employee Cost Sharing Contribution (enter as negative -)			(\$52,000.00)			(\$50,000.00)
Subtotal	30.00		\$720,465.80	28.00		\$688,259.44
Elected Officials - Health Benefits - Annual Cost						
Single Coverage			\$0.00	0		\$0.00
Parent & Child			\$0.00	0		\$0.00
Employee & Spouse (or Partner)			\$0.00	0		\$0.00
Family			\$0.00	0		\$0.00
Employee Cost Sharing Contribution (enter as negative -)			\$0.00			\$0.00
Subtotal	0.00		\$0.00	0.00		\$0.00
Retirees - Health Benefits - Annual Cost						
Single Coverage	1	\$2,645.04	\$2,645.04	1	\$2,300.00	\$2,300.00
Parent & Child			\$0.00	0		\$0.00
Employee & Spouse (or Partner)			\$0.00	0		\$0.00
Family			\$0.00	0		\$0.00
Employee Cost Sharing Contribution (enter as negative -)			\$0.00			\$0.00
Subtotal	1.00		\$2,645.04	1.00		\$2,300.00
GRAND TOTAL	31.00		\$723,110.84	29.00		\$690,559.44

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
Police Department	1630.97	\$684,795.24	X		
Teamsters	823.94	\$273,181.00	X		
Non Union Employees	28.43	\$6,100.13		X	
Totals	2483.34	\$964,076.37			
Total Funds Reserved as of end of 2021		\$87,186.46			
Total Funds Appropriated in 2022		\$10,000.00			

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

	Gross Debt	Deductions	Net Debt	Current Year Budget	2023 Budget	2024 Budget	All Additional Future Years' Budgets	
	Local School Debt	\$0.00	\$0.00	\$0.00	Utility Fund - Principal	\$200,000.00	\$135,000.00	\$90,000.00
Regional School Debt	\$5,518,451.23	\$5,518,451.23	\$0.00	Utility Fund - Interest	\$123,200.00	\$49,500.00	\$45,100.00	\$349,287.50
<u>Utility Fund Debt</u>				Bond Anticipation Notes - Principal	\$0.00			
Water	\$14,615,446.29	\$14,615,446.29	\$0.00	Bond Anticipation Notes - Interest	\$21,500.00			
Sewer	\$4,355,724.36	\$4,355,724.36	\$0.00	Bonds - Principal	\$295,000.00	\$300,000.00	\$305,000.00	\$3,570,000.00
	\$0.00	\$0.00	\$0.00	Bonds - Interest	\$128,000.00	\$118,100.00	\$109,500.00	\$617,949.96
			\$0.00	Loans & Other Debt - Principal	\$302,219.85	\$302,270.89	\$311,483.72	\$6,593,002.80
			\$0.00	Loans & Other Debt - Interest	\$205,301.82	\$201,752.93	\$196,071.47	\$3,414,010.48
			\$0.00					
				Total	\$1,275,221.67	\$1,106,623.82	\$1,057,155.19	\$16,314,250.74
<u>Municipal Purposes</u>								
Debt Authorized (BNI)	\$2,998,844.50	\$0.00	\$2,998,844.50	Total Principal	\$797,219.85	\$737,270.89	\$706,483.72	\$11,933,002.80
Notes Outstanding	\$1,424,000.00	\$43,720.10	\$1,380,279.90	Total Interest	\$478,001.82	\$369,352.93	\$350,671.47	\$4,381,247.94
Bonds Outstanding	\$4,470,000.00	\$0.00	\$4,470,000.00	% of Total Current Year Budget	11.36%			
Loans and Other Debt			\$0.00					
Total (Current Year)	\$33,382,466.38	\$24,533,341.98	\$8,849,124.40	Description	Debt Not Listed Above			
				Total Guarantees - Governmental				
				Total Guarantees - Other				
				Total Capital/Equipment Leases				
				Total Other				
Population (2020 census)	4,581			Bond Rating	Moody's	Standard & Poors	Fitch	
Per Capita Gross Debt	\$7,287.16			Rating	A2	AA-		
Per Capita Net Debt	\$1,931.70			Year of Last Rating	2016	2019		
3 Year Average Property Valuation		\$450,422,904.33		Mark "X" if Municipality has no bond rating				
Net Debt as % of 3 Year Average Property Valuation		1.96%						

USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED

Lead or Recipient Agency	Agency Type	Agency Providing Services To/Receiving Services From	Department	Type of Shared Service	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid
Lead	School District	Flemington-Raritan Regional School District	Police	Police	School Resource Officer	6/30/2021	6/30/2023	\$52,000.00
Recipient	Municipality	Raritan Township, Hunterdon County	Court	Court and Public Defender	Court Facility Rental	3/1/2017	12/31/2022	\$11,308.00
	Amount Received Page Total							\$52,000.00
	Amount Paid Page Total							\$11,308.00
	Page Total							\$63,308.00

USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED

Lead or Recipient Agency	Agency Type	Providing Services To/Receiving Services From	Department	Type of Shared Service	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid
	Amount Received Total							\$52,000.00
	Amount Paid Total							\$11,308.00
	Total							\$63,308.00

USER FRIENDLY BUDGET SECTION - Notes

(Press ALT-Enter to go to a new line in each cell)
