



State of New Jersey Local Government Services

Year: **Municipal User Friendly Budget**

MUNICIPALITY:

Municode: **Filename:** 1022_fba_2019.xlsm

Website:

Phone Number:

Mailing Address:

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

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

Mayor

First Name	Middle Name	Last Name	Term Expires	Business Email
Betty	Ann	Fort	12/31/2019	bafort@aol.com

Chief Administrative Officer

Vita		Mekovetz		vmek@readingtontwp-nj.org
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Chief Financial Officer

Thomas		Carro		finance_tc@readingtontwp-nj.org
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Municipal Clerk

Vita		Mekovetz		vmek@readingtontwp-nj.org
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Registered Municipal Accountant

Gary		Higgins		ghiggins@lvhcpa.com
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Governing Body Members

First Name	Middle Name	Last Name	Term Expires	Business Email
Bernjamn		Smith	12/31/2021	bsmith@readintontwp-nj.org
Juergen		Heulsebusch	12/31/2021	jhulsebusch@readingtontwp-nj.org
John		Albanese	12/31/2020	jalbanese@readingtontwp-nj.org
Jonathan		Heller	12/31/2020	jheller@readingtontwp-nj.org



USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

2018 Calendar Year Property Tax Levies - ALL entities levying property taxes

	<u>Calendar Year Tax Rate</u>	<u>Calendar Year Tax Levy</u>	<u>% of Total Levy</u>	<u>Avg Residential Taxpayer Impact</u>
Municipal Purpose Tax	0.563	\$14,667,315.00	19.18%	\$2,252.00
Municipal Library			0.00%	\$0.00
Municipal Open Space	0.020	\$521,041.00	0.68%	\$80.00
Fire Districts (avg. rate/total levies)			0.00%	\$0.00
Other Special Districts (total levies)			0.00%	\$0.00
Local School District	1.160	\$30,212,810.00	39.50%	\$4,640.00
Regional School District	0.730	\$19,009,477.00	24.85%	\$2,920.00
County Purposes	0.388	\$10,117,339.00	13.23%	\$1,552.00
County Library	0.038	\$993,482.00	1.30%	\$152.00
County Board of Health			0.00%	\$0.00
County Open Space	0.037	\$966,250.00	1.26%	\$148.00
Other County Levies (total)			0.00%	\$0.00
Total (Calendar Year 2018 Budget)	2.936	\$76,487,714.00	100.00%	\$11,744.00

Total Taxable Valuation as of	October 1, 2018	<u>\$2,604,598.00</u>
<small>(To be used to calculate the current year tax rate)</small>		
Current Year Average Residential Assessment		<u>\$400,000.00</u>

Prior Year to Current Year Comparison

Comparison - Municipal Purposes Tax Rate

Prior Year	Current Year	% Change (+/-)
0.563	0.572	1.60%

Comparison - Municipal Purposes Tax Levy

Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)
\$14,667,315.00	\$14,954,264.00	1.96%	\$286,949.00

Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)

Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)
\$2,252.00	\$2,288.00	1.60%	\$36.00

Current Year 2019 Budget

<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
Municipal Purpose Tax	ACTUAL	\$14,954,264.00
Municipal Library		
Municipal Open Space	ACTUAL	\$522,795.00
Fire Districts (total levies)		
Other Special Districts (total levies)		
Local School District	ESTIMATED	\$30,817,066.00
Regional School District	ESTIMATED	\$19,389,667.00
County Purposes	ESTIMATED	\$12,318,612.00
County Library		
County Board of Health		
County Open Space		
Other County Levies (total)		
Total ESTIMATED amount to be raised by taxes		\$78,002,404.00

Revenue Anticipated, Excluding Tax Levy	5,536,414.00
Budget Appropriations, before Reserve for Uncollected Taxes	19,340,678.00
Total Non-Municipal Tax Levy	\$63,048,140.00
Amount to be Raised by Taxes - Before RUT	\$76,852,404.00
Reserve for Uncollected Taxes (RUT)	\$1,150,000.00
Total Amount to be Raised by Taxes	\$78,002,404.00

% of Tax Collections used to Calculate RUT	<u>98.53%</u>
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If % used exceeds the actual collection % then reference the statutory exception used

Tax Collections - ACTUAL as of Prior Year

Total Tax Revenue, Collections CY 2018	76,140,673.00
Total Tax Levy, CY 2018	76,761,008.00
% of Taxes Collected, CY 2018	<u>99.19%</u>
Delinquent Taxes - December 31, 2018	<u>\$565,874.00</u>

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

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Sewer Utility	Utility	Utility	Utility	Utility	Utility
08	Surplus	2.04%	\$39,314.00	\$1,926,686.00	\$1,966,000.00	\$1,935,000.00		\$31,000.00					
08	Local Revenue	-4.72%	(\$114,888.00)	\$2,434,888.00	\$2,320,000.00	\$605,000.00		\$1,715,000.00					
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$1,425,673.00	\$1,425,673.00	\$1,425,673.00							
08	Uniform Construction Code Fees	-14.31%	(\$82,340.00)	\$575,340.00	\$493,000.00	\$493,000.00							
	Special Revenue Items w/ Prior Written Consent												
11	Shared Services Agreements	#DIV/0!	\$0.00		\$0.00								
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00		\$0.00								
10	Public and Private Revenue	-100.00%	(\$75,422.00)	\$75,422.00	\$0.00	\$0.00							
08	Other Special Items	-22.99%	(\$153,048.00)	\$665,789.00	\$512,741.00	\$512,741.00							
15	Receipts from Delinquent Taxes	-0.77%	(\$4,374.00)	\$569,374.00	\$565,000.00	\$565,000.00							
	Amount to be raised by taxation												
07	Local Tax for Municipal Purposes	-3.37%	(\$522,246.00)	\$15,476,510.00	\$14,954,264.00	\$14,954,264.00							
07	Minimum Library Tax	#DIV/0!	\$0.00		\$0.00								
54	Open Space Levy Tax	-0.01%	(\$55.00)	\$522,850.00	\$522,795.00		\$522,795.00						
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	Total	-3.86%	(\$913,059.00)	\$23,672,532.00	\$22,759,473.00	\$20,490,678.00	\$522,795.00	\$1,746,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

FCOA	Budgeted Full-Time	Positions Part-Time	% 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	Sewer Utility	Utility	Utility	Utility	Utility	Utility	
20	General Government	14.00	7.00	-9.92%	(\$204,037.00)	\$2,056,691.00	\$1,852,654.00	\$1,852,654.00								
21	Land-Use Administration	1.00	1.00	14.52%	\$33,883.00	\$233,417.00	\$267,300.00	\$267,300.00								
22	Uniform Construction Code	3.00	4.00	11.62%	\$41,723.00	\$358,949.00	\$400,672.00	\$400,672.00								
23	Insurance			2.97%	\$81,785.00	\$2,753,778.00	\$2,835,563.00	\$2,835,563.00								
25	Public Safety	25.00	5.00	2.88%	\$107,378.00	\$3,723,689.00	\$3,831,067.00	\$3,831,067.00								
26	Public Works	18.00		2.39%	\$111,199.00	\$4,653,282.00	\$4,764,481.00	\$3,143,481.00		\$1,621,000.00						
27	Health and Human Services	1.00	1.00	-24.06%	(\$54,430.00)	\$226,255.00	\$171,825.00	\$171,825.00								
28	Parks and Recreation	6.00	1.00	6.57%	\$12,385.00	\$188,529.00	\$200,914.00	\$181,119.00	\$19,795.00							
29	Education (including Library)	1.00	4.00	2.10%	\$2,902.00	\$138,250.00	\$141,152.00	\$141,152.00								
30	Unclassified			0.00%	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00								
31	Utilities and Bulk Purchases			1.67%	\$7,500.00	\$448,000.00	\$455,500.00	\$455,500.00								
32	Landfill / Solid Waste Disposal			#DIV/0!	\$0.00		\$0.00									
35	Contingency			0.00%	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00								
36	Statutory Expenditures			5.46%	\$87,751.00	\$1,605,896.00	\$1,693,647.00	\$1,693,647.00								
37	Judgements			#DIV/0!	\$0.00		\$0.00									
42	Shared Services			#DIV/0!	\$0.00		\$0.00									
43	Court and Public Defender	1.00	2.00	30.78%	\$36,245.00	\$117,755.00	\$154,000.00	\$154,000.00								
44	Capital			-4.00%	(\$15,000.00)	\$375,000.00	\$360,000.00	\$360,000.00								
45	Debt			2.83%	\$119,569.00	\$4,224,629.00	\$4,344,198.00	\$3,841,198.00	\$503,000.00							
46	Deferred Charges			#DIV/0!	\$0.00		\$0.00									
48	Debt - Type 1 School District			#DIV/0!	\$0.00		\$0.00									
50	Reserve for Uncollected Taxes			-4.17%	(\$50,000.00)	\$1,200,000.00	\$1,150,000.00	\$1,150,000.00								
55	Surplus General Budget			#DIV/0!	\$125,000.00		\$125,000.00			\$125,000.00						
	Total	70.00	25.00	1.99%	\$443,853.00	\$22,315,620.00	\$22,759,473.00	\$20,490,678.00	\$0.00	\$522,795.00	\$1,746,000.00	\$0.00	\$0.00	\$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>	<p align="center">Line Item. Put "X" in cell to the left that corresponds to the type of imbalance.</p>	<p align="center">Amount</p>	<p align="center">Comment/Explanation</p>
				X		
				General Capital Fund Balance	\$200,000.00	Potential Non-Recurring Revenue
				Sewer Utility Surplus	\$125,000.00	Potential Non-Recurring Revenue
				Reserve for Payment of Debt	\$149,078.00	Potential Non-Recurring Revenue

ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA

Property Tax Assessments - Taxable Properties (October 1, 2018 Value)			
	# of Parcels	Assessed Value	% of Total
1 Vacant Land	248	\$20,033,957.00	0.77%
2 Residential	5,822	\$2,095,940,300.00	80.17%
3A/3B Farm	704	\$123,441,200.00	4.72%
4A Commercial	247	\$319,552,000.00	12.22%
4B Industrial	44	\$53,912,800.00	2.06%
4C Apartments	2	\$1,096,400.00	0.04%
5A/5B Railroad	39		0.00%
6A/6B Business Personal Property	2	\$483,414.00	0.02%
Total	7,108	\$2,614,460,071.00	100.00%

Average Ratio (%), Assessed to True Value	81.69%
Equalized Valuation, Taxable Properties	\$3,200,465,260.13

Total # of property tax appeals filed in 2018	County Tax Board	27.00
	State Tax Court	2.00
Number of 2018 County Tax Board decisions appealed to Tax Court		1.00
Number of pending property tax appeals in State Tax Court		3.00

Amount paid out by municipality for tax appeals in 2018	\$0.00
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Property Tax Assessments - Exempt Properties (October 1, 2018 Value)			
	# of Parcels	Assessed Value	% of Total
15A Public Schools	8	\$22,054,805.00	19.05%
15B Other Schools	0	\$0.00	0.00%
15C Public Property	163	\$56,983,535.00	49.21%
15D Church and Charities	24	\$14,322,325.00	12.37%
15E Cemeteries & Graveyards	13	\$1,588,200.00	1.37%
15F Other Exempt	52	\$20,850,200.00	18.01%
Total	260	\$115,799,065.00	100.00%

Percentage of Exempt vs. Non-Exempt Properties 4.43%

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 2018 Total Tax Rate
G Commercial/Industrial Exemption				
I Dwelling Exemption				
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
Total 5 Yr Exemptions/Abatements	0	0.00	0.00	0.00

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

<u>Prior Budget Year's Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Pavments 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 2018 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2018 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					Mark "X" if Grand Total				

**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		5.00	41,536.00	\$35,200.00				\$6,336.00
Supervisory Staff (Department Heads & Managers)	13.00	2.00	2,148,772.00	\$1,471,554.00		\$154,513.00	\$488,859.00	\$33,846.00
Police Officers (Including Superior Officers)	22.00	4.00	4,538,070.00	\$2,828,781.00	\$95,220.00	\$702,637.00	\$849,199.00	\$62,233.00
Fire Fighters (Including Superior Officers)			0.00					
All Other Union Employees not listed above	23.00		2,356,071.00	\$1,579,111.00	\$40,119.00	\$165,807.00	\$536,330.00	\$34,704.00
All Other Non-Union Employees not listed above	9.00	20.00	966,994.00	\$567,985.00	\$2,200.00	\$136,790.00	\$248,609.00	\$11,410.00
Totals	67.00	31.00	10,051,443.00	\$6,482,631.00	\$137,539.00	\$1,159,747.00	\$2,122,997.00	\$148,529.00

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

NO

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

USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS

	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
<u>Active Employees - Health Benefits - Annual Cost</u>						
Single Coverage	15.00	\$12,413.00	\$186,195.00	15.00	\$11,862.00	\$177,930.00
Parent & Child	9.00	\$21,354.00	\$192,186.00	9.00	\$21,232.00	\$191,088.00
Employee & Spouse (or Partner)	14.00	\$23,910.00	\$334,740.00	14.00	\$23,722.00	\$332,108.00
Family	26.00	\$34,819.00	\$905,294.00	25.00	\$33,093.00	\$827,325.00
Employee Cost Sharing Contribution (enter as negative -)			(\$350,000.00)			(\$325,000.00)
Subtotal	64.00		\$1,268,415.00	63.00		\$1,203,451.00
<u>Elected Officials - Health Benefits - Annual Cost</u>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	0.00		\$0.00	0.00		\$0.00
<u>Retirees - Health Benefits - Annual Cost</u>						
Single Coverage	16	\$6,812.00	\$108,992.00	16	\$6,774.00	\$108,384.00
Parent & Child	2	\$21,681.00	\$43,362.00	2	\$22,903.20	\$45,806.40
Employee & Spouse (or Partner)	18	\$23,209.00	\$417,762.00	17	\$22,913.64	\$389,531.88
Family	7	\$40,638.00	\$284,466.00	7	\$40,571.76	\$284,002.32
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	43.00		\$854,582.00	42.00		\$827,724.60
GRAND TOTAL	107.00		\$2,122,997.00	105.00		\$2,031,175.60

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
YES

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

**USER FRIENDLY BUDGET SECTION
ACCUMULATED ABSENCE LIABILITY**

Organization/Individuals Eligible for Benefit	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Legal basis for benefit (check applicable items)		
			Approved Labor Agreement	Local Ordinance	Individual Employment Agreement
Police Department	90.00	\$9,346.00		X	
Police Department	608.00	\$216,325.00	X		
Police Chief	100.00	\$27,542.00		X	
DPW	205.00	\$30,153.00	X		
DPW	134.00	\$24,010.00		X	
DPW Director	103.00	\$21,229.00		X	
Administrative Offices	567.00	\$68,018.00		X	
Administrator/Clerk	103.00	\$31,021.00		X	
CFO	90.00	\$21,014.00		X	
Tax Collector	48.00	\$7,626.00		X	
Library Director	90.00	\$8,448.00		X	
Totals	2138.00	\$464,732.00			
Total Funds Reserved as of end of 2018		\$0.00			
Total Funds Appropriated in 2019		\$0.00			

UFB-9 Accumulated Absence Liability

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

	Gross Debt		Net Debt	Current Year Budget				
		Deductions		2020 Budget	2021 Budget	All Additional Future Years' Budgets		
Local School Debt	\$14,375,000.00	\$14,375,000.00	\$0.00	Utility Fund - Principal				
Regional School Debt	\$2,080,766.99	\$2,080,766.99	\$0.00	Utility Fund - Interest				
Utility Fund Debt				Bond Anticipation Notes - Principal	\$11,888.00			
Sewer			\$0.00	Bond Anticipation Notes - Interest	\$271,300.00			
0			\$0.00	Bonds - Principal	\$2,310,000.00	\$2,395,000.00	\$2,465,000.00	\$34,931,000.00
0			\$0.00	Bonds - Interest	\$1,514,010.00	\$1,480,302.00	\$1,395,702.00	\$8,518,427.00
0			\$0.00	Loans & Other Debt - Principal	\$221,500.00	\$219,647.00	\$161,770.00	\$134,720.00
0			\$0.00	Loans & Other Debt - Interest	\$15,500.00	\$10,063.00	\$5,610.00	\$3,800.00
0			\$0.00					
0			\$0.00	Total	\$4,344,198.00	\$4,105,012.00	\$4,028,082.00	\$43,587,947.00
<u>Municipal Purposes</u>								
Debt Authorized	\$3,446,111.43		\$3,446,111.43	Total Principal	\$2,543,388.00	\$2,614,647.00	\$2,626,770.00	\$35,065,720.00
Notes Outstanding	\$13,600,000.00	\$213,512.62	\$13,386,487.38	Total Interest	\$1,800,810.00	\$1,490,365.00	\$1,401,312.00	\$8,522,227.00
Bonds Outstanding	\$42,101,000.00		\$42,101,000.00	% of Total Current Year Budget	19.09%			
Loans and Other Debt	\$737,958.44		\$737,958.44					
Total (Current Year)	\$76,340,836.86	\$16,669,279.61	\$59,671,557.25	Description	Debt Not Listed Above			
Population (2010 census)	16,126			Total Guarantees - Governmental				
Per Capita Gross Debt	\$4,734.02			Total Guarantees - Other				
Per Capita Net Debt	\$3,700.33			Total Capital/Equipment Leases				
3 Yr. Average Property Valuation		\$3,204,929,137.67		Total Other				
Net Debt as % of 3 Year Avg Property Valuation		1.86%		Bond Rating	Moody's	Standard & Poors	Fitch	
				Rating		AA Stable		
				Year of Last Rating		2017		
				Mark "X" if Municipality has no bond rating				

USER FRIENDLY BUDGET SECTION - Notes

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