

2009

MANALAPAN TOWNSHIP FIRE  
DISTRICT NO. 2

(name)

Fire District Budget

Department Of



Community  
**Affairs**

Division of Local Government Services

2009

**MANALAPAN TOWNSHIP**

(Name)

**FIRE DISTRICT NO. 2 BUDGET**

**FISCAL YEAR: From January 1, 2009 to December 31, 2009**

*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. 40A:5A-11.*

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

**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: Howard Liza Date: 2/10/09

# 2009 BUDGET RESOLUTION

## MANALAPAN TOWNSHIP

(Name)

### Fire District No. 2

**FISCAL YEAR: From January 1, 2009 to December 31, 2009**

WHEREAS, the Annual Budget for the Manalapan Township Fire District No. 2 for the fiscal year beginning January 1, 2009 and ending December 31, 2009 has been presented before the Board of Commissioners of the Fire District No. 2 at its open public meeting of December 3, 2008; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) *Include the following as appropriate:* [and includes application to the Local Finance Board for a Levy Cap waiver in the amount of \$0] [and includes a proposed public referendum in the amount of \$0 in excess of the allowable amount to be raised by taxation; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,124,139, which includes amount to be raised by taxation of \$974,614, and Total Appropriations of \$1,124,139; and

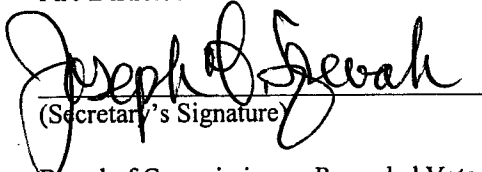
WHEREAS, the amount to be raised by taxation to support the district budget, shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District No. 2 has taken into account the assessed valuation of taxable property in the Fire District No. 2,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Manalapan Township Fire District No. 2, at an open public meeting held on December 3, 2008 that the Annual Budget, including appended Supplemental Schedules, of the Manalapan Township Fire District No. 2 for the fiscal year beginning January 1, 2009 and ending December 31, 2009 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 Fire District No.2's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Manalapan Township Fire District No.2 will consider the Annual Budget for adoption on January 7, 2009.

  
(Secretary's Signature)

December 3, 2008  
(Date)

#### Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
RICHARD W. HOGAN				X
CHARLES T. WARSHANY	X			
JOSEPH F. SPEVAK	X			
TIMOTHY D. KIRKLAN	X			
PATRICK FLANNERY	X			

# 2009 BUDGET MESSAGE

## MANALAPAN TOWNSHIP

(Name)

### Fire District No. 2 Budget

**FISCAL YEAR: From January 1, 2009 to December 31, 2009**

1. Complete a brief statement on the 2009 proposed Annual Budget and make comparison to the current year's adopted budget. Explain significant increases or decreases, if any.  
THE 2009 BUDGET REFLECTS AN INCREASE OF \$129,014. THE INCREASE RESULTS FROM AN INCREASE IN OPERATIONS OF \$123,634, AN INCREASE IN CAPITAL APPROPRIATION OF \$8,000 AND A DECREASE IN DEBT SERVICE OF \$2,620.

2. Complete a brief statement on the impact the proposed Annual Budget will have on the amount to be raised by taxation to support the district budget and on the Restricted and Unreserved Fund Balance(s). Explain increases or decreases in the tax rate and utilization of fund balances.  
THE LOCAL FIRE TAX RATE IS ESTIMATED TO BE \$0.041 PER \$100 OF ASSESSED VALUE AS COMPARED TO \$0.039 PER \$100 FOR THE 2008 YEAR. THE UNRESERVED FUND BALANCE UTILIZED FOR THE 2009 AND 2008 YEAR IS \$146,128 AND \$103,410, RESPECTIVELY. THE RESTRICTED FUND BALANCE IS NOT UTILIZED FOR 2009 AND 2008 YEAR.

3. Include a statement explaining the Property Tax Levy Cap and how the District is complying with it. The statement must explain any reasons for exceeding the cap and identify the appropriations that caused the district to exceed the Levy Cap Statute, and if they are being addressed by a waiver request or referendum.  
THE DISTRICT IS COMPLYING WITH THE PROPERTY TAX LEVY CAP OF FOUR-PER-CENT (4%) ON THE AMOUNT TO BE RAISED BY TAXATION INCLUDING EXCLUSIONS. THE DISTRICT IS NOT EXCEEDING THE CAP AND IS NOT REQUESTING ANY WAIVERS OR SUBMITTING ANY REFERENDUMS. THE DISTRICT IS UTILIZING FUND BALANCE TO MEET THE CAP REQUIREMENTS.

4. Complete a brief statement on the Annual Budget's proposed capital appropriations, including debt service for the proposed budget year and for future years.  
THE CAPITAL APPROPRIATIONS INCREASED BY \$8,000. DEBT SERVICE FOR 2009 IS \$191,015; 2010 IS \$188,035; 2011 IS \$199,500; 2012 IS \$90,120; 2013 IS \$96,210 AND 2014 IS \$92,070.

5. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year, pursuant to N.J.S.A 40A:14-78.6, then an explanation as to reasons for occurrence must be disclosed.  
N/A

6. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant to N.J.S.A 40A:14-85.1? If so, detail the organization(s) incorporated name and amounts.  
YES, ENGLISHTOWN/MANALAPAN FIRST AID SQUAD, INC. \$10,000.

7. Complete the following based on the municipal assessor's latest information, pursuant to N.J.S. 54:4-35:

7a. Total Assessed Valuation of District	\$	2,302,355,538
7b. Proposed Tax Rate per \$100 of Assessed Valuation	\$	0.041

8. Is the fire district providing for a first year funding appropriation to establish a length of service award program (LOSAP) in this year's budget, subject to public referendum thereof?  
NO

a. If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount?  
N/A

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----ANTICIPATED REVENUES----

----FUND BALANCE UTILIZED----	CROSS REF.	2009 PROPOSED BUDGET	2008 CURRENT YEAR'S ADOPTED BUDGET
-----	----	-----	-----
UNRESTRICTED FUND BALANCE	* A-1 *	\$146,128 *	\$103,410 *
RESTRICTED FUND BALANCE	* A-2 *	\$0 *	\$0 *
<b>TOTAL FUND BALANCE UTILIZED</b>	<b>* R-1 *</b>	<b>\$146,128 *</b>	<b>\$103,410 *</b>
		=====	=====

----MISCELLANEOUS ANTICIPATED REVENUES----	CROSS REF.	2009 PROPOSED BUDGET	2008 CURRENT YEAR'S ADOPTED BUDGET
-----	----	-----	-----
SHARED SERVICES (N.J.S.A. 40A:65-1 et seq.)	* *	\$0 *	\$0 *
JOINT PURCHASING AGREEMENTS. (N.J.S. 40A:10 & 11)	* *	\$0 *	\$0 *
EMERGENCY ASSISTANCE (N.J.S. 40A:14-26)	* *	\$0 *	\$0 *
MUNICIPAL ASSISTANCE (N.J.S. 40A:14-34)	* *	\$0 *	\$0 *
MUNICIPAL ASSIST. - ADJOIN. (N.J.S. 40A:14-35)	* *	\$0 *	\$0 *
CONTRACTS - VOL. FIRE CO. (N.J.S. 40A:14-68)	* *	\$0 *	\$0 *
LEASES - LOCAL MUNICIPALITY (N.J.S. 40A:14-83)	* *	\$0 *	\$0 *
RENTAL INCOME	* *	\$0 *	\$0 *
SALE OF ASSETS	* A-3 *	\$0 *	*
INTEREST ON INVESTMENTS AND DEPOSITS	* A-4 *	\$0 *	\$0 *
OTHER REVENUE	* A-5 *	\$0 *	\$0 *
<b>TOTAL MISCELLANEOUS REVENUES ANTICIPATED</b>	<b>* R-2 *</b>	<b>\$0 *</b>	<b>\$0 *</b>
		=====	=====

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----ANTICIPATED REVENUES----

-----OPERATING GRANT REVENUE----- -----	CROSS REF. -----	2009 PROPOSED BUDGET -----	2008 CURRENT YEAR'S ADOPTED BUDGET -----
SUPPLEMENTAL FIRE SERV. ACT (P.L. 1985, c. 295)	* * *	\$3,397	\$3,397 *
OTHER GRANTS & ENTITLEMENTS	* A-6 *	\$0	\$0 *
<b>TOTAL OPERATING GRANT REVENUE</b>	* R-3 *	<b>\$3,397</b> =====	<b>\$3,397</b> *

### MISCELLANEOUS REVENUES OFFSET WITH APPROPRIATIONS: -----

	CROSS REF. -----	2009 PROPOSED BUDGET -----	2008 CURRENT YEAR'S ADOPTED BUDGET -----
UNIFORM FIRE SAFETY ACT (P.L. 1983. c. 383)			
RESERVES UTILIZED	* *	\$0	\$0 *
ANNUAL REGISTRATION FEES	* *	\$0	\$0 *
PENALTIES AND FINES	* *	\$0	\$0 *
OTHER REVENUES	* *	\$0	\$0 *
<b>TOTAL UNIFORM FIRE SAFETY ACT REVENUES</b>	* A-7 *	<b>\$0</b>	<b>\$0</b> *
OTHER REVENUES OFFSET WITH APPROPRIATIONS	* A-8 *	\$0	\$0 *
<b>TOTAL REVENUES OFFSET WITH APPROPRIATIONS</b>	* R-4 *	<b>\$0</b> =====	<b>\$0</b> *
<b>TOTAL REVENUES AND FUND BALANCE UTILIZED</b> (R-1 + R-2 + R-3 + R-4)	* B-1 *	<b>\$149,525</b>	<b>\$106,807</b> *
<b>AMOUNT TO BE RAISED BY TAXATION TO SUPPORT THE DISTRICT BUDGET</b>	* R-5 *	<b>\$974,614</b>	<b>\$888,318</b> *
<b>TOTAL ANTICIPATED REVENUES</b> (B-1 + R-5)	* B-2 *	<b>\$1,124,139</b> =====	<b>\$995,125</b> *

Maximum Allowable Amount to be raised by Taxation  
For Reference Purposes Only from LC1 based on  
information provided by the district- see instructions.)

\$974,614

Amount Over Levy Cap

\$0

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----BUDGETED APPROPRIATIONS----

#### ----OPERATING APPROPRIATIONS----

##### -----ADMINISTRATION-----

	CROSS REF.	2009 PROPOSED BUDGET	2008 CURRENT YEAR'S ADOPTED BUDGET
SALARY & WAGES	* A-9 *	\$68,936 *	\$51,365 *
FRINGE BENEFITS	* A-13 *	\$4,444 *	\$3,132 *
OTHER EXPENSES	* A-11 *	\$123,650 *	\$120,500 *
<b>TOTAL ADMINISTRATION</b>	<b>* E-1 *</b>	<b>\$197,030 *</b>	<b>\$174,997 *</b>

#### ----COST OF OPERATIONS & MAINTENANCE----

	CROSS REF.	2009 PROPOSED BUDGET	2008 CURRENT YEAR'S ADOPTED BUDGET
SALARY & WAGES	* A-10 *	\$11,849 *	\$11,284 *
FRINGE BENEFITS	* A-14 *	\$0 *	\$0 *
OTHER EXPENSES	* A-12 *	\$617,245 *	\$516,209 *
<b>TOTAL COST OF OPERATIONS &amp; MAINTENANCE</b>	<b>* E-2 *</b>	<b>\$629,094 *</b>	<b>\$527,493 *</b>



# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----BUDGETED APPROPRIATIONS----

#### ----OPERATING APPROPRIATIONS----

-----						2008
----OPERATING APPROPRIATIONS OFF-SET----		CROSS		2009	CURRENT YEAR'S	
WITH REVENUES		REF.		PROPOSED	ADOPTED	
-----		-----		BUDGET	BUDGET	
				-----	-----	
SALARY & WAGES		* A-15	*	\$0 *		\$0 *
FRINGE BENEFITS		* A-16	*	\$0 *		\$0 *
OTHER EXPENSES		* A-17	*	\$0 *		\$0 *
				-----	-----	
TOTAL APPROPRIATIONS OFFSET		* E-3	*	\$0 *		\$0 *
WITH REVENUES				=====	=====	

						2008
----APPROPRIATIONS FOR DULY INCORPORATED----		CROSS		2009	CURRENT YEAR'S	
FIRST AID/RESCUE SQUAD ASSOC.		REF.		PROPOSED	ADOPTED	
(N.J.S. 40A:14-85.1)		-----		BUDGET	BUDGET	
				-----	-----	
VEHICLES		*	*	\$0 *		\$0 *
EQUIPMENT		*	*	\$0 *		\$0 *
MATERIALS & SUPPLIES		*	*	\$10,000 *		\$10,000 *
				-----	-----	
TOTAL APPROPRIATIONS FOR DULY		* E-4	*	\$10,000 *		\$10,000 *
INCorp. FIRST AID/RESCUE SQUAD ASSOC.				=====	=====	

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----BUDGETED APPROPRIATIONS----

#### ----DEFERRED CHARGES----

#### EMERGENCY APPROPRIATIONS (N.J.S. 40A:14-78.14)

	CROSS REF.	2009 PROPOSED BUDGET	2008 CURRENT YEAR'S ADOPTED BUDGET
1)	*	\$0	\$0
2)	*	\$0	\$0
3)	*	\$0	\$0

#### OTHER DEFERRED CHARGES - (List & Cite Statute)

1)	*	\$0	\$0
2)	*	\$0	\$0
3)	*	\$0	\$0

#### TOTAL DEFERRED CHARGES

*	E-5	\$0	\$0
---	-----	-----	-----

#### ----DEFICITS FROM OPERATIONS----

#### CASH DEFICIT OF PRECEEDING YEAR (N.J.S. 40A:14-78.6)

*	E-6	\$0	\$0
---	-----	-----	-----

#### LENGTH OF SERVICE AWARD PROGRAM

#### LOSAP) - CONTRIBUTION (P.L. 1997, c. 388)

*	E-7	\$54,000	\$54,000
---	-----	----------	----------

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2

### ----BUDGETED APPROPRIATIONS----

#### ----CAPITAL APPROPRIATIONS----

#### CAPITAL IMPROVEMENTS (N.J.S. 40A:14-84)

List Separately

Project Date of Voter Election

		Affirmative Vote %		2009 PROPOSED BUDGET		2008 CURRENT YEAR'S ADOPTED BUDGET
		-----		-----		-----
1)		*	*	\$0 *		\$0 *
2)		*	*	\$0 *		\$0 *
3)		*	*	\$0 *		\$0 *
4)		*	*	\$0 *		\$0 *
5)		*	*	\$0 *		\$0 *
6)		*	*	\$0 *		\$0 *

#### DOWN PAYMENTS (N.J.S. 40A:14-85)

List Separately

Project Date of Voter Election

1)		*	*	\$0 *		\$0 *
2)		*	*	\$0 *		\$0 *
3)		*	*	\$0 *		\$0 *
4)		*	*	\$0 *		\$0 *
5)		*	*	\$0 *		\$0 *

#### Total Capital Improvements and Down Payments

\* C-1 \* \$0 \* \$0 \*

#### RESERVE FOR FUTURE CAPITAL OUTLAYS

\* C-2 \* \$43,000 \* \$35,000 \*

#### TOTAL CAPITAL APPROPRIATIONS (C-1 + C-2)

\* E-8 \* \$43,000 \* \$35,000 \*

=====

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----BUDGETED APPROPRIATIONS----

#### ----DEBT SERVICE FOR CAPITAL----

#### ----APPROPRIATIONS----

#### ----PRINCIPAL PAYMENTS----

			2009 PROPOSED BUDGET		2008 CURRENT YEAR'S ADOPTED BUDGET	
	CROSS REF.					
GENERAL OBLIGATION BONDS	* P-1 *		\$155,000	*	\$150,000	*
BOND ANTICIPATION NOTES	* P-2 *		\$0	*	\$0	*
CAPITAL LEASES	* P-3 *		\$0	*	\$0	*
NON- QUALIFIED CAPITAL LEASES	* P-3a *		\$0	*	\$0	
INTERGOVERNMENTAL LOANS	* P-4 *		\$0	*	\$0	*
OTHER BONDS OR NOTES	* P-5 *		\$0	*	\$0	*
<b>TOTAL PRINCIPAL PAYMENTS</b>	* D-1 *		<u>\$155,000</u>	*	<u>\$150,000</u>	*

#### ----INTEREST PAYMENTS----

			2009 PROPOSED BUDGET		2008 CURRENT YEAR'S ADOPTED BUDGET	
	CROSS REF.					
GENERAL OBLIGATION BONDS	* I-1 *		\$36,015	*	\$43,635	*
BOND ANTICIPATION NOTES	* I-2 *		\$0	*	\$0	*
CAPITAL LEASES	* I-3 *		\$0	*	\$0	*
NON- QUALIFIED CAPITAL LEASES	* I-3a *		\$0	*	\$0	*
INTERGOVERNMENTAL LOANS	* I-4 *		\$0	*	\$0	*
OTHER BONDS OR NOTES	* I-5 *		\$0	*	\$0	*
<b>TOTAL INTEREST PAYMENTS</b>	* D-2 *		<u>\$36,015</u>	*	<u>\$43,635</u>	*
<b>TOTAL DEBT SERVICE APPROPRIATIONS</b> (D-1 + D-2)	* E-9 *		<u>\$191,015</u>	*	<u>\$193,635</u>	*
<b>TOTAL BUDGETED APPROPRIATIONS</b> (E-1 + E-2 + E-3 + E-4 + E-5 + E-6 + E-7 + E-8+ E-9)	* B-2 *		<u>\$1,124,139</u>	*	<u>\$995,125</u>	*

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----BUDGETED APPROPRIATIONS----

		2009	2008
		Proposed	Adopted
		Budget	Budget
		Waiver	Waiver
		Request	Request
---- Summary of Waiver Line Items ----		SS Page	
		Number	
Insert new rows here			
TOTAL Waiver Line Items		\$0	\$0

		2009	2008
		Proposed	Adopted
		Budget	Budget
		Amount	Amount
		Requested	Requested
----Summary of Referendum Line Items----		SS Page	
		Number	
Insert new rows here			
TOTAL Referendum Line Items		\$0	\$0

Tax Levy Requested minus Maximum Allowable Levy \$0  
 As this page is adjusted this amount changes should =\$0  
 (For Reference Purposes Only - from LC1 based on  
 Information provided by the district- see instructions.)  
 PAGE 10a

# 2009 ADOPTION CERTIFICATION

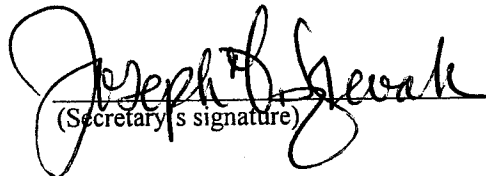
## MANALAPAN TOWNSHIP

(Name)

### Fire District No. 2 Budget

**FISCAL YEAR: From January 1, 2009 to December 31, 2009**

It is hereby certified that the Fire District No. 2 Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Manalapan Township Fire District No. 2, pursuant to N.J.A.C. 5:31-2.4, on the 7th day of January, 2009.

  
(Secretary's signature)

**JOSEPH F. SPEVAK**

(Print Name)

**SECRETARY**

(Title)

**P.O. BOX 54**

(Address)

**TENNENT, NJ 07763**

(City, State Zip Code)

**(732) 462-1112 / (732) 462-2523**

(Phone number)

(Fax number)

# 2009 ADOPTED BUDGET RESOLUTION

## MANALAPAN TOWNSHIP

(Name)

### Fire District No. 2

**FISCAL YEAR: From January 1, 2009 to December 31, 2009**

WHEREAS, the Annual Budget for the Manalapan Township Fire District No. 2 for the fiscal year beginning January 1, 2009 and ending December 31, 2009 has been presented for adoption before the Board of Commissioners of the Manalapan Township Fire District No. 2 at its open public meeting of January 7, 2009; and

WHEREAS, the Annual 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 adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) [and includes a proposed public referendum in the amount of \$0 in excess of the allowable amount to be raised by taxation]; and,

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,124,139, which includes amount to be raised by taxation of \$974,614 and Total Appropriations of \$1,124,139; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount of money to be raised by taxation for the ensuing year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Manalapan Township Fire District No. 2, at an open public meeting held on January 7, 2009 that the Annual Budget of the Manalapan Township Fire District No. 2 for the fiscal year beginning January 1, 2009 and ending December 31, 2009 is hereby adopted and, [subject to the proposed referendum being approved by 60 percent of the voters] shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,124,139, which includes amount to be raised by taxation of \$974,614 and Total Appropriations of \$1,124,139; and,

BE IT FURTHER RESOLVED, that the Annual 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,

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount of money to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

  
(Secretary Signature)

January 7, 2009

(Date)

#### Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
RICHARD W. HOGAN	X			
CHARLES T. WARSHANY	X			
JOSEPH F. SPEVAK	X			
TIMOTHY D. KIRKLAND	X			
PATRICK FLANNERY	X			

2009

**MANALAPAN TOWNSHIP FIRE  
DISTRICT NO. 2**

(name)

**Supplemental  
Schedules**

**Department Of**



**Community  
Affairs**

**Division of Local Government Services**



## 2009 FIRE DISTRICT BUDGET

### Manalapan Township Fire District # 2 (Monmouth)

#### -----SUPPLEMENTAL SCHEDULES-----

-----UNRESTRICTED FUND BALANCE----- -----	CROSS REF. -----	2009 PROPOSED BUDGET -----	
(1) BEGINNING BALANCE JAN. 1, 2008	* AUDIT *	\$535,414	*
(2) UTILIZED IN CURRENT YEAR'S ADOPTED BUDGET	* *	\$103,410	*
(3) PROPOSED BALANCE AVAILABLE (Line 1 - Line 2)	* *	\$432,004	*
(4) ESTIMATED RESULTS OF OPERATIONS IN CURRENT BUDGET	* *	\$73,000	*
(5) ANTICIPATED BALANCE - DEC. 31, 2008 (Line 3 + Line 4)	* *	\$505,004	*
(6) UTILIZED IN PROPOSED BUDGET - 2009	* A-1 *	\$146,128	*
(7) PROPOSED BALANCE AFTER UTILIZATION IN 2009 BUDGET (Line 5 - Line 6)	* *	\$358,876	*

-----RESTRICTED FUND BALANCE----- -----	CROSS REF. -----	2009 PROPOSED BUDGET -----	
(8) BEGINNING BALANCE JAN. 1, 2008	* AUDIT *	\$154,652	*
(9) Utilized in Current Year's Adopted Budget	* *		*
(10) PROPOSED BALANCE AVAILABLE (Line 8 - Line 9)	* *	\$154,652	*
(11) Estimated Results of Operations in Current Budget	* *	\$35,000	*
(12) ANTICIPATED BALANCE - DEC. 31, 2008 (Line 10 + Line 11)	* *	\$189,652	*
(13) Utilized in Proposed Budget - 2009	* A-2 *		*
(14) PROPOSED BALANCE AFTER UTILIZATION IN 2009 BUDGET (Line 12 - Line 13)	* *	\$189,652	*

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----SUPPLEMENTAL SCHEDULES----

#### ---SALE OF ASSETS---

-----  
DESCRIPTION OF ASSET  
(list individually)

CROSS  
REF.

PURCHASE  
BASIS

2009  
PROPOSED  
SALE VALUE

1)  
2)  
3)

\*      \*

\*      \*

TOTAL SALE OF ASSETS

\*      A-3      \*

#### ---INTEREST ON INVESTMENTS--- AND DEPOSITS (N.J.S.A. 40A:5-15.1)

INVESTMENTS/ACCOUNTS (List Each)

CROSS  
REF.

2009  
PROPOSED  
BUDGET

2008  
CURRENT YEAR'S  
ADOPTED  
BUDGET

1)  
2)  
3)  
4)  
5)  
3)  
7)

\*      \*

\*      \*

TOTAL INTEREST ON INVESTMENTS  
AND DEPOSITS

\*      A-4      \*

#### ---OTHER REVENUE---

LIST IN DETAIL:

CROSS  
REF.

2009  
PROPOSED  
BUDGET

2008  
CURRENT YEAR'S  
ADOPTED  
BUDGET

1)  
2)  
3)  
4)  
5)

\*      \*

\*      \*

TOTAL OTHER REVENUE

\*      A-5      \*

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### -----SUPPLEMENTAL SCHEDULES-----

#### ----OTHER GRANTS &---- ENTITLEMENTS -----

CROSS  
REF.  
-----

2009  
PROPOSED  
BUDGET  
-----

2008  
CURRENT YEAR'S  
ADOPTED  
BUDGET  
-----

LIST IN DETAIL:

(1)	*	*	*	*
(2)	*	*	*	*
(3)	*	*	*	*
(4)	*	*	*	*
(5)	*	*	*	*
(6)	*	*	*	*
(7)	*	*	*	*
(8)	*	*	*	*
(9)	*	*	*	*

TOTAL OTHER GRANTS & ENTITLEMENTS

*	A-6	*		*
			=====	=====

#### ----OTHER REVENUES OFF-SET WITH---- APPROPRIATIONS -----

CROSS  
REF.  
-----

2009  
PROPOSED  
BUDGET  
-----

2008  
CURRENT YEAR'S  
ADOPTED  
BUDGET  
-----

LIST IN DETAIL:

(1)	*	*	*	*
(2)	*	*	*	*
(3)	*	*	*	*
(4)	*	*	*	*
(5)	*	*	*	*
(6)	*	*	*	*
(7)	*	*	*	*
(8)	*	*	*	*
(9)	*	*	*	*

TOTAL OTHER REVENUES OFF-SET

*	A-8	*		*
			=====	=====

## 2009 FIRE DISTRICT BUDGET

### Manalapan Township Fire District # 2 (Monmouth)

#### ----SUPPLEMENTAL SCHEDULES----

##### ----ADMINISTRATION----

###### SALARY & WAGES (N.J.S. 40A:14-78.7)

TITLE	# of Staff	Annual Compensation	2009 Proposed Budget
COMMISSIONERS	5	\$6,020	\$30,100

OTHER - LIST INDIVIDUALLY:

- (1)
- (2)
- (3)
- (4)

(5) Appendix brought forward

AP-1	\$38,836
------	----------

**TOTAL ADMINISTRATION S&W**

A-9	\$68,936
-----	----------

##### ----COST OF OPERATIONS & MAINTENANCE----

###### SALARY & WAGES (N.J.S. 40A:14-78.7)

TITLE	# of Staff	Annual Compensation	2009 Proposed Budget
-------	------------	---------------------	----------------------

LIST INDIVIDUALLY:

- (1)
- (2)
- (3)
- (4)

(5) Appendix brought forward

AP-2	\$11,849
------	----------

**TOTAL COST OF OPERATIONS S&W**

A-10	\$11,849
------	----------

##### ----OTHER COSTS OFFSET BY REVENUES----

###### SALARY & WAGES (N.J.S. 40A:14-78.7)

TITLE	# of Staff	Annual Compensation	2009 Proposed Budget
-------	------------	---------------------	----------------------

LIST INDIVIDUALLY:

- (1)
- (2)
- (3)
- (4)

(5) Appendix brought forward

AP-3
------

**TOTAL Salaries Offset by Revenues**

A-15
------

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----Salary Expense Appendix (N.J.S.A. 40A:14-78.6)----

	TITLE	# of Staff	Annual Compensation	2009
				Proposed Budget
insert new rows here	<b>Administrative Postions (list Individually)</b>			
	Treasurer	1	\$3,285	\$3,285
	Secretary	1	\$1,645	\$1,645
	Administrator	1	\$12,732	\$12,732
	Information Technology	1	\$6,174	\$6,174
	Bookkeeper	1	\$15,000	\$15,000
	<b>TOTAL ADMINISTRATION S&amp;W appendix</b>	<b>AP-1</b>	<b>\$38,836</b>	<b>\$38,836</b>

insert new rows here	<b>Operation &amp; Maintenance Postions (list Individually)</b>			
	Vehicle Maintenance Manager	1	\$4,025	\$4,025
	Vehicle Maintenance Assistant	1	\$1,611	\$1,611
	Building Maintenance Supervisor	1	\$4,025	\$4,025
	Training Officer	1	\$2,188	\$2,188
	<b>TOTAL COST OF OPERATIONS S&amp;W Appendix</b>	<b>AP-2</b>	<b>\$11,849</b>	<b>\$11,849</b>

insert new rows here	<b>Salary Offset by Revenue Postions (list Individually)</b>			
	<b>Total Salaries Offset By Revenue Appendix</b>	<b>AP-3</b>		

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### -----SUPPLEMENTAL SCHEDULES-----

### FRINGE BENEFIT COSTS

PROPOSED BUDGET		2009		
Title	Administra- tion	Cost of Operation and Maintenance	Other Costs Offset by Revenue	Total
1) Public Employee RS Contribution	\$4,444	\$0	\$0	
Total PERS	\$4,444	\$0	\$0	\$4,444
2) Police & Fire RS Contribution	\$0	\$0	\$0	
Total PFRS	\$0	\$0	\$0	\$0
3) Employee Group Health Insurance	\$0	\$0	\$0	
Total Group Health Insurance	\$0	\$0	\$0	\$0
4) Other Fringe	\$0	\$0	\$0	
Total Other Fringe	\$0	\$0	\$0	\$0
<b>TOTAL PROPOSED BUDGET</b>	<b>\$4,444</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,444</b>
<b>Cross Reference</b>	<b>A-13</b>	<b>A-14</b>	<b>A-16</b>	

ADOPTED BUDGET		2008		
Title	Administra- tion	Cost of Operation and Maintenance	Other Costs Offset by Revenue	Total
1) Public Employee RS Contribution	\$3,132	\$0	\$0	
Total PERS	\$3,132	\$0	\$0	\$3,132
2) Police & Fire RS Contribution	\$0	\$0	\$0	
Total PFRS	\$0	\$0	\$0	\$0
3) Employee Group Health Insurance	\$0	\$0	\$0	
Total Group Health Insurance	\$0	\$0	\$0	\$0
4) Other Fringe	\$0	\$0	\$0	
Total Other Fringe	\$0	\$0	\$0	\$0
<b>TOTAL ADOPTED BUDGET</b>	<b>\$3,132</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,132</b>
<b>Cross Reference</b>	<b>A-13</b>	<b>A-14</b>	<b>A-16</b>	

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### -----SUPPLEMENTAL SCHEDULES-----

#### -----ADMINISTRATION-----

#### OTHER EXPENSES (N.J.S. 40A:14-78.6)

		2009	2008
	Cross		Current Year
	Ref.	Proposed Budget	Adopted Budget
OPERATING - (List Individually):			
(1) Election		\$3,000	\$3,000
(2) Membership & Dues		\$1,500	\$1,500
(3) Office Expense		\$3,000	\$2,000
(4) Appendix brought forward	AP-4	\$103,650	\$101,500
CONTINGENT EXPENSES		\$2,500	\$2,500
OTHER ASSETS - NON-BONDABLE (List Individually):			
(1)		\$0	\$0
(2)		\$0	\$0
(3) Appendix brought forward	AP-5	\$10,000	\$10,000
<b>TOTAL ADMINISTRATION OTHER EXPENSES</b>	<b>A-11</b>	<b>\$123,650</b>	<b>\$120,500</b>

#### -----COST OF OPERATIONS-----

#### OTHER EXPENSES (N.J.S. 40A:14-78.6)

		2009	2008
	Cross		Current Year
	Ref.	Proposed Budget	Adopted Budget
OPERATING - (List Individually):			
(1) Insurance		\$125,000	\$102,000
(2) Rental Charges		\$101,300	\$97,404
(3) Maintenance		\$60,000	\$60,000
(4) Appendix brought forward	AP-6	\$219,945	\$215,805
CONTINGENT EXPENSES		\$6,000	\$6,000
OTHER ASSETS - NON-BONDABLE (List Individually):			
(1) Chief's Vehicle		\$20,000	\$0
(2) SCBA Lease		\$50,000	\$0
(3) Appendix brought forward	AP-7	\$35,000	\$35,000
<b>TOTAL COST OF OPERATIONS OTHER EXPENSES</b>	<b>A-12</b>	<b>\$617,245</b>	<b>\$516,209</b>

#### -----Other Expenses Offset by Revenue-----

#### OTHER EXPENSES (N.J.S. 40A:14-78.6)

		2009	2008
	Cross		Current Year
	Ref.	Proposed Budget	Adopted Budget
OPERATING - (List Individually):			
(1)		\$0	\$0
(2)		\$0	\$0
(3)		\$0	\$0
(4) Appendix brought forward	AP-8	\$0	\$0
CONTINGENT EXPENSES		\$0	\$0
OTHER ASSETS - NON-BONDABLE (List Individually):			
(1)		\$0	\$0
(2)		\$0	\$0
(3) Appendix brought forward	AP-9	\$0	\$0
<b>TOTAL Other Expenses Offset by Revenue</b>	<b>A-17</b>	<b>\$0</b>	<b>\$0</b>

# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### Other Expense Appendix (N.J.S.A. 40A:14-78.6)

Use this page only if additional lines are required on the Supplemental Other Expenses  
Insert additional rows where indicated to ensure they are included in the total  
Totals will be reflected on SS-6

#### ADMINISTRATION

##### OPERATING (list individually)

	Cross Ref.	2009 Proposed Budget	2008 Current Year Adopted Budget
Payroll Taxes		\$13,650	\$13,000
Professional Services		\$50,000	\$50,000
Travel Expenses		\$25,000	\$25,000
Communication Expenses		\$15,000	\$13,500
<b>Total Additional Administration Operating Expenses</b>	<b>AP-4</b>	<b>\$103,650</b>	<b>\$101,500</b>

##### OTHER ASSETS - NON-BONDABLE (list individually):

Office Fur, Fax Mach, File Cab, Copy Mach & AV Equip		\$10,000	\$10,000
<b>Total Additional Administration Other Assets</b>	<b>AP-5</b>	<b>\$10,000</b>	<b>\$10,000</b>

#### COST OF OPERATIONS

##### OPERATING - (list individually):

Membership & Dues		\$4,000	\$4,000
Physicals		\$17,500	\$11,000
Supplies Expense - Fuel & Gas		\$22,000	\$22,000
Training & Education		\$6,000	\$6,000
Travel Expenses		\$10,000	\$10,000
Uniforms & Personal Equipment		\$30,000	\$30,000
Communication Equipment		\$10,000	\$18,000
Fire Hydrant Rentals		\$21,000	\$21,000
Contract Services Provided by Vol. Fire Co.		\$34,445	\$32,805
Promotion		\$10,000	\$6,000
Repairs		\$40,000	\$40,000
Computer Expense		\$15,000	\$15,000
<b>Total Additional Operating Expenses Operations</b>	<b>AP-6</b>	<b>\$219,945</b>	<b>\$215,805</b>

##### OTHER ASSETS - NON-BONDABLE (list individually):

Rescue Equipment - Rope & Harnesses		\$10,000	\$10,000
Emergency Lights, Rope, Foam, Hose & Lockers		\$25,000	\$25,000
<b>Total Additional Cost of Operations Other Assets</b>	<b>AP-7</b>	<b>\$35,000</b>	<b>\$35,000</b>

#### OTHER EXPENSES OFFSET BY REVENUE

##### OPERATING - (list individually):

<b>Total Additional Operating Expenses Offset by Revenue</b>	<b>AP-8</b>		

##### OTHER ASSETS - NON-BONDABLE (list individually):

<b>Total Costs Offset by Revenue Other Assets</b>	<b>AP-9</b>		



# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----SUPPLEMENTAL SCHEDULES----

#### ----DEBT SERVICE SCHEDULE----

##### PRINCIPAL PAYMENTS

##### YEARS

	Adopted Budget 2008	Proposed Budget 2009	Proposed Budget 2010	Proposed Budget 2011	Proposed Budget 2012	Proposed Budget 2013
--	---------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

##### General Obligation Bonds

Insert new rows here	Serial Bonds 1996	*	\$80,000	\$85,000	\$90,000	\$100,000		
	Serial Bonds 2002		\$70,000	\$70,000	\$70,000	\$80,000	\$80,000	\$90,000
		*						
		*						
		*						
	<b>TOTAL PAYMENTS P-1</b>	*	\$150,000	\$155,000	\$160,000	\$180,000	\$80,000	\$90,000

##### Bond Anticipation Notes

Insert new rows here		*						
		*						
		*						
		*						
		*						
	<b>TOTAL PAYMENTS P-2</b>	*						

##### Qualified Capital Leases

Insert new rows here		*						
		*						
		*						
		*						
		*						
	<b>TOTAL PAYMENTS P-3</b>	*						

##### Non-Qualified Capital Leases

Insert new rows here		*						
		*						
		*						
		*						
		*						
	<b>TOTAL PAYMENTS P-3a</b>	*						

##### Intergovernmental Loans

Insert new rows here		*						
		*						
		*						
		*						
		*						
	<b>TOTAL PAYMENTS P-4</b>	*						

##### Other Bonds Or Notes

Insert new rows here		*						
		*						
		*						
		*						
		*						
	<b>TOTAL PAYMENTS P-5</b>	*						

<b>Total Principal Debt Payments D-1</b>	*	\$150,000	\$155,000	\$160,000	\$180,000	\$80,000	\$90,000
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# 2009 FIRE DISTRICT BUDGET

## Manalapan Township Fire District # 2 (Monmouth)

### ----SUPPLEMENTAL SCHEDULES----

#### ----DEBT SERVICE SCHEDULE----

##### INTEREST PAYMENTS

		Adopted Budget 2008	Proposed Budget 2009	Projected Budget 2010	Projected Budget 2011	Projected Budget 2012	Projected Budget 2013
<b>General Obligation Bonds</b>							
Insert new rows here	Serial Bonds 1996	*	\$19,945	\$15,545	\$10,785	\$5,700	
	Serial Bonds 2002	*	\$23,690	\$20,470	\$17,250	\$13,800	\$10,120
		*					\$6,210
		*					
	<b>TOTAL PAYMENTS I-1</b>	*	\$43,635	\$36,015	\$28,035	\$19,500	\$10,120

##### Bond Anticipation Notes

Insert new rows here		*					
		*					
		*					
		*					
		*					
	<b>TOTAL PAYMENTS I-2</b>	*					

##### Qualified Capital Leases

Insert new rows here		*					
		*					
		*					
		*					
		*					
	<b>TOTAL PAYMENTS I-3</b>	*					

##### Non-Qualified Capital Leases

Insert new rows here		*					
		*					
		*					
		*					
		*					
	<b>TOTAL PAYMENTS I-3a</b>	*					

##### Intergovernmental Loans

Insert new rows here		*					
		*					
		*					
		*					
	<b>TOTAL PAYMENTS I-4</b>	*					

##### Other Bonds Or Notes

Insert new rows here		*					
		*					
		*					
		*					
	<b>TOTAL PAYMENTS I-5</b>	*					

**Total Interest Debt  
Payments D-1**

*	\$43,635	\$36,015	\$28,035	\$19,500	\$10,120	\$6,210
---	----------	----------	----------	----------	----------	---------

## Fire District Summary Levy Cap Calculation

FDCode	Fire District	COUNTY	EXAMINER
132602	Manalapan Township Fire District # 2	Monmouth	
<b>Model Fire District Tax Levy Calculation Worksheet</b>			
<b>Levy Cap Calculation</b>			
	Prior Year Amount to be Raised by Taxation for Municipal Purposes		\$888,318
	Less: One Year Waivers		\$0
	Less: Adopted Budget Capital Appropriations		\$35,000
	Changes in Service Provider (+/-)		\$0
	Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation		\$853,318
	Plus 4% Cap increase		\$34,133
	<b>Adjusted Tax Levy Prior to Exclusions</b>		<b>\$887,451</b>
	Exclusions:		
	Change in Total Debt Service Appropriation (+/-)	-\$2,620	
	Allowable pension increases	\$1,312	
	Allowable increase in health care costs	\$0	
	Changes in LOSAP contributions (+/-)	\$0	
	Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlay	\$43,000	
	Add Total Exclusions		\$41,692
	Less Cancelled or Unexpended Waivers		\$0
	<b>Adjusted Tax Levy</b>		<b>\$929,143</b>
	Additions:		
	New Ratables - Increase in Valuations (New Construction and Additions)	\$116,592,100	
	Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.039	<b>\$45,471</b>
	<b>Maximum Tax Levy Before Waivers and Referendum</b>		<b>\$974,614</b>
	Amount of Levy Cap Waivers Requested		\$0
	Amount Proposed for Levy Cap Referendum		\$0
	<b>Maximum Allowable Amount to be Raised by Taxation</b>		<b>\$974,614</b>

# Health Insurance Exclusion Calculation Sheet

SFY 2009 State Health Benefits Program Average Increase: 0.0%

<b>Fire District</b>	<b>COUNTY</b>	<b>EXAMINER</b>				
<b>Manalapan Township Fire District # 2</b>	<b>Monmouth</b>					
These amounts are drawn from SS-5A Fringe Benefits. If a waiver or referendum is planned for this expense, that amount must be manually entered		<table border="1"> <tr> <th><u>Proposed Budget</u></th> <th><u>Adopted Budget</u></th> </tr> <tr> <td></td> <td></td> </tr> </table>	<u>Proposed Budget</u>	<u>Adopted Budget</u>		
<u>Proposed Budget</u>	<u>Adopted Budget</u>					
Administration Health Insurance Appropriation		<table border="1"> <tr> <td>\$0</td> <td>\$0</td> </tr> </table>	\$0	\$0		
\$0	\$0					
Operations & Maintenance Health Insurance Appropriation		<table border="1"> <tr> <td>\$0</td> <td>\$0</td> </tr> </table>	\$0	\$0		
\$0	\$0					
<b>A. Proposed Budget Group Health Insurance</b>		<table border="1"> <tr> <td>\$0</td> <td>\$0</td> </tr> </table>	\$0	\$0		
\$0	\$0					
<b>NET INCREASE (DECREASE)</b>		<table border="1"> <tr> <td>\$0</td> <td></td> </tr> </table>	\$0			
\$0						
1. Net Increase Divided by 2007 Amount Budgeted = % Increase		0.00%				
2. SFY 2008 State Health Average 0%; Less 4% = % Increase added to current levy		0.00%				
3. % Increase (B1) less % Increase Exclusion (B2) = % increase inside cap		0.00%				
5. % Increase Exclusion (B2) * 2007 Expended = 2008 appropriation added to levy		\$0				
6. Amount above the Levy Exclusion (Actual Increase - State Health Benefit Average)		\$0				
<b>2008 Increase in Appropriation</b>		\$0				

<b>Pension Contribution Calculation Sheet</b>		
Fire District	COUNTY	EXAMINER
Manalapan Township Fire District # 2	Monmouth	
Proposed Budget PERS Contribution Appropriated		\$4,444
Proposed Budget PFRS Contribution Appropriated		\$0
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs		\$0
*Net Current Year Base Amount		\$4,444
Adopted Budget PERS Contribution		\$3,132
Adopted Budget PFRS Contribution		\$0
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs		\$0
*Net Prior Year Base Amount		\$3,132
Pension Contribution Exclusion		\$1,312

<b>LOSAP Calculation Sheet</b>		
Fire District	COUNTY	EXAMINER
Manalapan Township Fire District # 2	Monmouth	
LOSAP - Proposed Budget		\$54,000
LOSAP - Adopted Budget		\$54,000
LOSAP Exclusion (+/-)		\$0

<b>Debt Service Calculation Sheet</b>		
Fire District	COUNTY	EXAMINER
Manalapan Township Fire District # 2	Monmouth	
Total Debt Service Appropriation (Proposed Budget)		\$191,015
Total Qualified Capital Appropriation (Proposed Budget)		\$0
Current Year Base Amount		\$191,015
Total Debt Service Appropriation Expended (Adopted Budget)		\$193,635
Total Qualified Capital Appropriation Expended (Adopted Budget)		\$0
Adopted Budget Base Amount		\$193,635
Debt Service Exclusion (+/-)		(\$2,620)

**STOP!!!!**

If you are preparing this workbook **WITHOUT** having the Instructions and Reference Guide Documents with you as you complete it, **STOP** and get them and consult them page by page as you complete the budget!!!

In addition, preparers should note the following as they complete this workbook:

1. Complete the SS pages first - the worksheet has been programmed to reflect totals on many of the budget sheets.
2. The "LC" pages - the Property Tax Levy Calculation pages simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.
3. The individual LC worksheets (tabs) are locked to protect the formulas.
4. Fill in only the green sections on **this** worksheet. All fields on the other LC sheets should be filled in automatically.
5. Worksheets refer to "Adopted budget" (current year) and "Proposed budget" for the year for which the budget is being prepared.
5. **Refer to the Budget Instructions and Reference Guide when completing all worksheet pages. They contain important information and explanations about the sheets and how they work. DO NOT prepare the budget without reviewing them carefully!**

**Next, follow the instructions below:**

Select the fire district (and county) by clicking the green cell below, then click on the arrow on the right side to choose. This will populate the name and county throughout the workbook. Then continue to complete each of the following green cells.

Manalapan Township Fire District # 2 (Monmouth)

Preparer's First Name:

Preparer's Last Name:

Preparer's Phone Number:

Preparer's email

Township Fire  
District # 2  
Monmouth  
Ronald  
Petrics  
(732) 341-8728  
[rpetrics@withum.com](mailto:rpetrics@withum.com)

Adopted Budget Amount to be Raised by Taxation to support the District budget (Page 5)

One Year Waivers (Adopted Budget) (Enter as a positive number)

Changes in Service Provider (+/-)

Cancelled or Unexpended Waivers (Enter as a positive number)

Assessed Valuation of District for adopted budget

New Ratables - Increase in Valuations (New Construction and Additions)

Adopted Fire District Tax Rate (per \$100)

To print out the Summary Levy Cap Calc Worksheet now, click on the LC 1 tab and click the print icon.

\$888,318
2,302,335,538
\$116,592,100
\$0.039

Projected Tax Rate based upon Proposed Levy (Page 5 R5)

\$0.040

CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/PARTIAL ASSESSMENTS  
(N.J.S.A. 40A:4-45.44 et seq.)

MUNICIPALITY Manalapan Township

COUNTY Monmouth

FIRE DISTRICT CODE: F02

TOTAL NUMBER OF FIRE DISTRICTS 2

FILE FORM CNC-3 FOR THE CURRENT YEAR IMMEDIATELY FOR FIRE DISTRICTS IN THE MUNICIPALITY

1. Aggregate assessed value for the fire district for the current calendar year (pre-budget year). This is the fire district value on October 1 before added assessments.  
**FOR REFERENCE ONLY.**

\$ 2,302,335,538 (1)

2. Total valuation of new construction and improvements (not prorated) from the Added Assessment List filed on the preceding October 1 minus the total valuation of any added assessment tax appeal reductions. Do not include omitted added assessments, prior year added assessments, omitted assessments, or property transferred from the exempt list to the taxable list, or any land, whether subdivided or not.

116,592,100 (2)

10-15-08  
DATE

Jason Hartman  
ASSESSOR SIGNATURE

ASSESSOR: UPON ENTERING DATA ON LINES 1 AND 2 ABOVE, SIGN AND DATE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. REFER TO INSTRUCTIONS FOR FILING AND DISPOSITION OF FORM CNC-3 ON REVERSE SIDE.

3. Fire District TAX RATE from CURRENT YEAR (expressed as a decimal, \$ per hundred).

.00039 (3)

4. Amount of permitted revenue increase = line 2 X line 3 (N.J.S.A. 40A:4-45.45).

\$ 45,470.91 (4)

10/15/08  
DATE

John A. Benincasa  
TAX COLLECTOR SIGNATURE