

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:			
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(609) 886-7146 Ext. 222	Fax Number:	(609) 886-6184
E-mail address:	sotto@ltmua.org		

Authority Budget of:

Lower Township Municipal Utilities Authority

State Filing Year

2020

For the Period:

December 1, 2020

to

November 30, 2021

www.ltmua.org

Authority Web Address



Division of Local Government Services

2020 AUTHORITY BUDGET

Certification Section

2020

**LOWER TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY BUDGET**

FISCAL YEAR: FROM DECEMBER 1, 2020 TO NOVEMBER 30, 2021

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: _____ 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: _____ Date: _____

2020 PREPARER'S CERTIFICATION


LOWER TOWNSHIP MUNICIPAL UTILITIES

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

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:	Stephen P. Testa, CPA, RMA for Romano, Hearing, Testa & Knorr		
Title:	Financial Services Consultant		
Address:	1830 Gallagher Drive, Suite 104, Vineland, New Jersey 08360		
Phone Number:	856.692.9100 Ext. 103	Fax Number:	856.764.8862
E-mail address	stesta@rhtservices.com		

2020 APPROVAL CERTIFICATION


LOWER TOWNSHIP MUNICIPAL UTILITIES

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

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 Lower Township Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 7th day of October, 2020.

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:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(609) 886-7146 Ext. 222	Fax Number:	(609) 886-6184
E-mail address	soltmua@comcast.net		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.ltmua.org
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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

Sharon Otto

Title of Officer Certifying compliance

Secretary

Signature



2020 AUTHORITY BUDGET RESOLUTION

LOWER TOWNSHIP MUNICIPAL UTILITIES

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2020 and ending, November 30, 2021 has been presented before the governing body of the Lower Township Municipal Utilities Authority at its open public meeting of October 7, 2020; and


WHEREAS, the schedule of rents, fees and other charges, shown on **Budget Page F-2** 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 shown on **Budget Page F-4**, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program shown on **Capital Budget Page CB-3**, 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 Lower Township Municipal Utilities Authority, at an open public meeting held on October 7, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2020 and ending, November 30, 2021 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 Lower Township Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 6, 2020.



 (Secretary's Signature)

10/7/2020

 (Date)

Governing Body:

Recorded Vote:

		Aye	Nay	Abstain	Absent
Brian O'Connor	Chairman	X			
Jacqueline Henderson	Vice Chairman	X			
Harrison Bitting	Treasurer	X			
Marc Lambert	Assistant Treasurer	X			
Karen Rechner	Member	X			


2020 ADOPTION CERTIFICATION

LOWER TOWNSHIP MUNICIPAL UTILITIES

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

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 Lower Township Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 4th day of November, 2020.

Officer's Signature:			
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(609) 886-7146 Ext. 222	Fax Number:	(609) 886-6184
E-mail address	soltmua@comcast.net		

2020 ADOPTED BUDGET RESOLUTION

LOWER TOWNSHIP MUNICIPAL UTILITIES

AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2020 and ending, November 30, 2021 has been presented before the governing body of the Lower Township Municipal Utilities Authority at its open public meeting of October 7, 2020; and

WHEREAS, the Annual Budget Page F-1 and Capital Budget page CB-3 as presented for adoption reflects each item of revenue Budget page F-2 and appropriation budget page F-4 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 – **Sewer Division** as introduced reflects Total Revenues of \$5,024,300, Total Appropriations, including any Accumulated Deficit if any, of \$6,771,274 and Total Unrestricted Net Position utilized of \$1,746,974; and


WHEREAS, the Capital Budget – **Sewer Division** as introduced reflects Total Capital Appropriations of \$10,873,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

WHEREAS, the Annual Budget – **Water Division** as introduced reflects Total Revenues of \$3,803,500, Total Appropriations, including any Accumulated Deficit if any, of \$4,847,064 and Total Unrestricted Net Position utilized of \$1,043,564; and

WHEREAS, the Capital Budget – **Water Division** as introduced reflects Total Capital Appropriations of \$1,451,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lower Township Municipal Utilities Authority, at an open public meeting held on November 4th, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lower Township Municipal Utilities Authority for the fiscal year beginning, December 1, 2020 and ending, November 30, 2021 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.



 (Secretary's Signature)

 11/4/2020
 (Date)

Governing Body:		Recorded Vote:			
		Aye	Nay	Abstain	Absent
Brian O'Connor	Chairman	X			
Jacqueline Henderson	Vice Chairman	X			
Harrison Bitting	Treasurer	X			
Marc Lambert	Assistant Treasurer	X			
Karen Rechner	Member	X			

2020 AUTHORITY BUDGET

Narrative and Information Section

2020 AUTHORITY BUDGET MESSAGE & ANALYSIS

LOWER TOWNSHIP MUNICIPAL UTILITIES

AUTHORITY BUDGET

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 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.

With respect to Revenues:

Service Charges are budgeted consistent with the prior year, there are no budgeted increases in revenue. While there are additional customers due to the East Villas Expansion, management feels a conservative approach to revenue is warranted as a result of the COVID pandemic.

The Authority's current rate structure is sufficient to meet operating and debt service needs. However, the Authority is in the process of capital improvement upgrades to the Sewer plant and expansion of the water and sewer service to additional areas. This multi-year plan will require periodic assessment of the user rates to ensure adequate cash flows. While we are currently evaluating the service charge rate structures and may possibly increase rates during the budget year, the Authority is not currently reflecting any service charge rate increases in the proposed budget.

With respect to Appropriations:

Administration – Budgeted personnel costs will remain consistent with the prior year. While a small cost of living adjustment is expected, there is a corresponding decrease since management has decided to not fill a new position that was originally budgeted for in the prior year.

Administration – Other Expense increased by \$44,000 or 7.6%, mainly due to the inclusion of \$20,000 for a comprehensive disaster recovery plan and assessment that will be conducted in the current year. There were also increases for internet and technology services related to working from home as a result of the COVID pandemic.

Cost of Providing Services – Personnel reflects an increase due to cost of living adjustments and additional overtime due to the COVID pandemic. There is one less employee receiving health benefits which has helped offset additional rate increases in health care costs.

Cost of Providing Services – Other Expense increased by \$31,000 or 1.1% primarily a result of the inclusion of \$25,000 for additional water testing that is now required by the New Jersey Department of Environmental Protection.

The net increase in Principal Payments on Debt of \$94,223 is a result of the completion, and payments on, a water expansion project that was financed through the NJIB.

The net increase in Non-Operating appropriations of \$1,488,806 primarily reflects the increase in the provision for Renewal & Replacement Reserves in the amount of \$1,277,500, which is used to fund capital projects. The increase is primarily a result of 5 the year capital improvement plan. There was also a net increase in interest payments as the result of the completion, and payments on, a water expansion project that was financed through the NJIB.

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 local economy is stable and should have no impact on the proposed budget. Further, the Authority is finalizing the plans for a water expansion into the Del Haven and surrounding areas of Middle Township. This project will be financed through long term debt that will be billed to the beneficiaries of the expansion through a special assessment added to their water bills.

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.

Unrestricted Net Position is being utilized to fund the Municipal appropriation, as is required in the State Budget Document as well as to fund other Renewal and Replacement Reserves needed for capital improvements.

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.).

As identified in #4 above, unrestricted net position is being utilized to fund the appropriation to Lower Township.

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 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.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report. How would these deficits be funded?

Not Applicable.

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 Are Staying the Same

AUTHORITY CONTACT INFORMATION

2020

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

Name of Authority:	Lower Township Municipal Utilities Authority		
Federal ID Number:	22-1924355		
Address:	2900 Bayshore Road		
City, State, Zip:	Villas	NJ	08251
Phone: (ext.)	(609) 886-7146	Fax:	(609) 886-6184

Preparer's Name:	Stephen P. Testa, CPA, RMA for Romano, Hearing, Testa & Knorr, Financial Services Consultant		
Preparer's Address:	1830 Gallagher Dr., Suite 104		
City, State, Zip:	Vineland	NJ	08360
Phone: (ext.)	(856) 692-9100 Ext. 103	Fax:	856-794-8862
E-mail:	stesta@rhtservices.com		

Chief Executive Officer:	Michael Chapman, Executive Director		
Phone: (ext.)	(609) 886-7146 (X 218)	Fax:	(609) 886-6184
E-mail:	mchapman@ltmua.org		

Chief Financial Officer:	Harrison Bitting, Treasurer		
Phone: (ext.)	(609) 886-7146	Fax:	(609) 886-6184
E-mail:			

Name of Auditor:	Carol A. McAllister, CPA, RMA		
Name of Firm:	Bowman & Company, LLP		
Address:	601 White Horse Road		
City, State, Zip:	Voorhees	NJ	08043
Phone: (ext.)	(856) 821-6864	Fax:	(856) 435-0440
E-mail:	cmcallister@bowmanllp.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

LOWER TOWNSHIP MUNICIPAL UTILITIES

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

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 2019 or 2020**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 29
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2019 or 2020**) Transmittal of Wage and Tax Statements: \$1,526,341
- 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: **None (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? **No** 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, 2020 or 2021 deadline has passed 2020 or 2021**) 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 Authorities procedures for all individuals listed on Page N-4 (2 of 2). The compensation for all Board members was established by Ordinance of the Township of Lower and is \$3,600 for fiscal year 2018 and forward. The compensation for the Executive Director and Superintendent is determined by written employment contract. Such contracts are reviewed and approved by the Authority's Board.**

- 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? **No** *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?
- First class or charter travel **No**
 - Travel for companions **No**
 - Tax indemnification and gross-up payments **No**
 - Discretionary spending account **No**
 - Housing allowance or residence for personal use **No**
 - Payments for business use of personal residence **No**
 - Vehicle/auto allowance or vehicle for personal use **Yes - Michael Chapman, Executive Director, Craig Loper, Superintendent, Mark Johnson, Supervisor: Auto Fringe for personal use of vehicle- Amount to be determined at the end of the year based on IRS Requirements.**
 - Health or social club dues or initiation fees **No**
 - 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? **Yes** *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.*

(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**

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITIES

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

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 2019 or 2020. 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, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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)

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Position (Can Check more than 1 Column for each person)	Reportable Compensation from Authority (W-2/ 1099)	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
1 Brian O'Connor	Chairman		X							\$ 3,084			\$ 191	\$ 3,275	Cape May County	GIS Specialist	\$ 35	\$ 68,152		\$ 71,427
2 Brian O'Connor (Cont'd)	Chairman		X							3,084			191	3,275	Wildwood Crest	GIS Specialist	1	350		350
3 Jacqueline Henderson	Vice Chairperson		X							3,084			191	3,275	NONE					3,275
4 Harrison Bitting	Treasurer		X							3,084			191	3,275	NONE					3,275
5 Karen Rechner	Member		X							3,084			191	3,275	NONE					3,275
6 Marc Lambert	Asst. Treasurer		X							3,084			851	3,935	NONE					3,935
7 Michael Chapman	Exec. Director	40		X		X				138,775		651	27,709	167,135	NONE					167,135
8 Craig Loper	Superintendent	40			X	X				101,508		686	57,074	159,268	Stone Harbor	Plant Operations		10,000		169,268
9 Craig Loper (Cont'd)	Superintendent													0	Lower Cape May Regi	Plant Operations		3,000		3,000
10														0						0
11														0						0
12														0						0
13														0						0
14														0						0
15														0						0
Total:										<u>\$ 255,703</u>	<u>\$ -</u>	<u>\$ 1,337</u>	<u>\$ 86,399</u>	<u>\$ 343,439</u>				<u>\$ 81,502</u>	<u>\$ -</u>	<u>\$ 424,941</u>

(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

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

If Not Applicable X this box Below

	Annual Cost		# of Covered Members	Annual Cost		Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year			
Active Employees - Health Benefits - Annual Cost								
Single Coverage	3	\$ 11,650	\$ 34,950	3	\$ 16,666	\$ 49,999	\$ (15,049)	-30.1%
Parent & Child	1	23,151	23,151	3	23,615	70,844	(47,693)	-67.3%
Employee & Spouse (or Partner)	1	25,380	25,380	2	26,573	53,145	(27,765)	-52.2%
Family	15	32,229	483,433	13	38,580	501,545	(18,112)	-3.6%
Employee Cost Sharing Contribution (enter as negative -)			(90,290)			(101,517)	11,227	-11.1%
Subtotal	20		476,624	21		574,016	(97,392)	-17.0%
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		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	4	14,244	56,975			-	56,975	#DIV/0!
Parent & Child	1	23,427	23,427	5	7,777	38,884	(15,457)	-39.8%
Employee & Spouse (or Partner)	8	27,881	223,046	8	15,169	121,353	101,693	83.8%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	13		303,448	13		160,237	143,211	89.4%
GRAND TOTAL	33		\$ 780,072	34		\$ 734,253	\$ 45,819	6.2%

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

Yes	Yes or No
-----	-----------

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

Yes	Yes or No
-----	-----------

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

Schedule of Accumulated Liability for Compensated Absences

Lower Township Municipal Utilities Authority
 For the Period December 1, 2020 to November 30, 2021

Complete the below table for the Authority's accrued liability for compensated absences.

X Box if Authority has no Compensated Absences

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Brown, Rebecca		\$ -			
Chapman, Michael	29	15,567			x
Joseph, Nelson	10	2,334			x
Lowe, Justin	28	3,938			x
McFeeters, Erin	8	1,355			x
Melissa Bailey	37	5,245			x
Otto, Sharon	63	17,799			x
Bedell, Nicholas	16	2,805			x
Brown, Charles	22	5,270			x
Dunn, William	27	6,530			x
Embs, Donald	65	20,617			x
Franco, Matt	21	3,663			x
Fritsch, Mike	13	2,246			x
		46,182			
Total liability for accumulated compensated absences at beginning of current year		\$ 133,551			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Accumulated Liability for Compensated Absences

Lower Township Municipal Utilities Authority
 For the Period December 1, 2020 to November 30, 2021

Complete the below table for the Authority's accrued liability for compensated absences.

X Box if Authority has no Compensated Absences

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Hearon, John	23	\$ 4,340			x
Hill, Joseph	13	2,189			x
Hilvert, Andrew	18	3,182			x
Johnson, Mark	43	14,903			x
Loper, Craig	0	-			x
Matsinger, Jesse J	12	3,068			x
Rogers, Daniel	8	1,440			x
Stockton, Edward C	0	-			x
Winslow, Dennis	48	11,548			x
Winter, Gustave	25	5,513			x
Total liability for accumulated compensated absences at beginning of current year		<u><u>\$ 46,182</u></u>			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Lower Township Municipal Utilities Authority

For the Period

December 1, 2020

to

November 30, 2021

If No Shared Services X this Box

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
None						

2020 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Lower Township Municipal Utilities Authority
For the Period **December 1, 2020** to **November 30, 2021**

	FY 2021 Proposed Budget						FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
REVENUES										
Total Operating Revenues	\$ 4,986,800	\$ 3,633,000	\$ -	\$ -	\$ -	\$ -	\$ 8,619,800	\$ 8,619,800	\$ -	0.0%
Total Non-Operating Revenues	37,500	170,500	-	-	-	-	208,000	208,000	-	0.0%
Total Anticipated Revenues	<u>5,024,300</u>	<u>3,803,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,827,800</u>	<u>8,827,800</u>	<u>-</u>	<u>0.0%</u>
APPROPRIATIONS										
Total Administration	695,600	682,900	-	-	-	-	1,378,500	1,334,500	44,000	3.3%
Total Cost of Providing Services	3,030,529	1,834,000	-	-	-	-	4,864,529	4,805,529	59,000	1.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	61,050	434,867	-	-	-	-	495,917	401,694	94,223	23.5%
Total Operating Appropriations	3,787,179	2,951,767	-	-	-	-	6,738,946	6,541,723	197,223	3.0%
Total Interest Payments on Debt	31,095	364,297	-	-	-	-	395,392	381,309	14,083	3.7%
Total Other Non-Operating Appropriations	2,953,000	1,531,000	-	-	-	-	4,484,000	3,206,500	1,277,500	39.8%
Total Non-Operating Appropriations	2,984,095	1,895,297	-	-	-	-	4,879,392	3,587,809	1,291,583	36.0%
Accumulated Deficit	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	6,771,274	4,847,064	-	-	-	-	11,618,338	10,129,532	1,488,806	14.7%
Less: Total Unrestricted Net Position Utilized	1,746,974	1,043,564	-	-	-	-	2,790,538	1,301,732	1,488,806	114.4%
Net Total Appropriations	<u>5,024,300</u>	<u>3,803,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,827,800</u>	<u>8,827,800</u>	<u>0</u>	<u>0.0%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>#DIV/0!</u>

Revenue Schedule

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

	FY 2021 Proposed Budget						FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
							Total All Operations	Total All Operations	All Operations	
OPERATING REVENUES										
<i>Service Charges</i>										
Residential	4,108,000	3,084,000					\$ 7,192,000	\$ 7,192,000	\$ -	0.0%
Business/Commercial	825,000	480,000					1,305,000	1,305,000	-	0.0%
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Service Charges	4,933,000	3,564,000	-	-	-	-	8,497,000	8,497,000	-	0.0%
<i>Connection Fees</i>										
Residential	4,800	8,000					12,800	12,800	-	0.0%
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees	4,800	8,000	-	-	-	-	12,800	12,800	-	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)	32,000	49,000					81,000	81,000	-	0.0%
Type in (Grant, Other Rev)	17,000	12,000					29,000	29,000	-	0.0%
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	49,000	61,000	-	-	-	-	110,000	110,000	-	0.0%
Total Operating Revenues	4,986,800	3,633,000	-	-	-	-	8,619,800	8,619,800	-	0.0%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
Tower Lease Revenue		133,000					133,000	133,000	-	0.0%
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	-	133,000	-	-	-	-	133,000	133,000	-	0.0%
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned	37,500	37,500					75,000	75,000	-	0.0%
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Interest	37,500	37,500	-	-	-	-	75,000	75,000	-	0.0%
Total Non-Operating Revenues	37,500	170,500	-	-	-	-	208,000	208,000	-	0.0%
TOTAL ANTICIPATED REVENUES	\$ 5,024,300	\$ 3,803,500	\$ -	\$ -	\$ -	\$ -	\$ 8,827,800	\$ 8,827,800	\$ -	0.0%

Prior Year Adopted Revenue Schedule

Lower Township Municipal Utilities Authority

FY 2020 Adopted Budget

	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	4,108,000	3,084,000					\$ 7,192,000
Business/Commercial	825,000	480,000					1,305,000
Industrial							-
Intergovernmental							-
Other							-
Total Service Charges	4,933,000	3,564,000	-	-	-	-	8,497,000
<i>Connection Fees</i>							
Residential	4,800	8,000					12,800
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	4,800	8,000	-	-	-	-	12,800
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Penalty/Interest Revenue	32,000	49,000					81,000
Miscellaneous Fees	17,000	12,000					29,000
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	49,000	61,000	-	-	-	-	110,000
Total Operating Revenues	4,986,800	3,633,000	-	-	-	-	8,619,800
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Tower Lease Revenue		133,000					133,000
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	-	133,000	-	-	-	-	133,000
<i>Interest on Investments & Deposits</i>							
Interest Earned	37,500	37,500					75,000
Penalties							-
Other							-
Total Interest	37,500	37,500	-	-	-	-	75,000
Total Non-Operating Revenues	37,500	170,500	-	-	-	-	208,000
TOTAL ANTICIPATED REVENUES	\$ 5,024,300	\$ 3,803,500	\$ -	\$ -	\$ -	\$ -	\$ 8,827,800

Appropriations Schedule

Lower Township Municipal Utilities Authority
For the Period December 1, 2020 to November 30, 2021

	FY 2021 Proposed Budget						FY 2020 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	
							Total All Operations	All Operations	All Operations	
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 229,000	\$ 229,000					\$ 458,000	\$ 458,000	\$ -	0.0%
Fringe Benefits	152,000	147,000					299,000	299,000	-	0.0%
Total Administration - Personnel	381,000	376,000	-	-	-	-	757,000	757,000	-	0.0%
<i>Administration - Other (List)</i>										
See Attached	314,600	306,900					621,500	577,500	44,000	7.6%
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Miscellaneous Administration*							-	-	-	#DIV/0!
Total Administration - Other	314,600	306,900	-	-	-	-	621,500	577,500	44,000	7.6%
Total Administration	695,600	682,900	-	-	-	-	1,378,500	1,334,500	44,000	3.3%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages	709,000	538,000					1,247,000	1,233,000	14,000	1.1%
Fringe Benefits	431,000	340,000					771,000	757,000	14,000	1.8%
Total COPS - Personnel	1,140,000	878,000	-	-	-	-	2,018,000	1,990,000	28,000	1.4%
<i>Cost of Providing Services - Other (List)</i>										
See Attached	1,890,529	956,000					2,846,529	2,815,529	31,000	1.1%
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Type in Description							-	-	-	#DIV/0!
Miscellaneous COPS*							-	-	-	#DIV/0!
Total COPS - Other	1,890,529	956,000	-	-	-	-	2,846,529	2,815,529	31,000	1.1%
Total Cost of Providing Services	3,030,529	1,834,000	-	-	-	-	4,864,529	4,805,529	59,000	1.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	61,050	434,867	-	-	-	-	495,917	401,694	94,223	23.5%
Total Operating Appropriations	3,787,179	2,951,767	-	-	-	-	6,738,946	6,541,723	197,223	3.0%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	31,095	364,297	-	-	-	-	395,392	381,309	14,083	3.7%
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve	2,873,000	1,451,000					4,324,000	3,046,500	1,277,500	41.9%
Municipality/County Appropriation	80,000	80,000					160,000	160,000	-	0.0%
Other Reserves							-	-	-	#DIV/0!
Total Non-Operating Appropriations	2,984,095	1,895,297	-	-	-	-	4,879,392	3,587,809	1,291,583	36.0%
TOTAL APPROPRIATIONS	6,771,274	4,847,064	-	-	-	-	11,618,338	10,129,532	1,488,806	14.7%
ACCUMULATED DEFICIT										
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	6,771,274	4,847,064	-	-	-	-	11,618,338	10,129,532	1,488,806	14.7%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation	80,000	80,000	-	-	-	-	160,000	160,000	-	0.0%
Other	1,666,974	963,564					2,630,538	1,141,732	1,488,806	130.4%
Total Unrestricted Net Position Utilized	1,746,974	1,043,564	-	-	-	-	2,790,538	1,301,732	1,488,806	114.4%
TOTAL NET APPROPRIATIONS	\$ 5,024,300	\$ 3,803,500	\$ -	\$ -	\$ -	\$ -	\$ 8,827,800	\$ 8,827,800	\$ 0	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 \$ 189,358.95 \$ 147,588.36 \$ - \$ - \$ - \$ - \$ 336,947.31

**Lower Township Municipal Utilities Authority
Appropriations Supporting Schedule
Budget Year 12-1-19 through 11-30-20**

	Appropriations (Proposed)		Appropriations (Curr. Adopted)	
	FY 2020-21		FY 2019-20	
	Sewer	Water	Sewer	Water
Administration - Other :				
Professional Services	\$ 133,000	\$ 158,000	\$ 133,000	\$ 158,000
Insurance	78,000	52,000	78,000	52,000
Computer Supplies, Services & Licenses	40,500	36,500	21,000	17,000
Other Administration	63,100	60,400	62,100	56,400
Total Administration - Other	\$ 314,600	\$ 306,900	\$ 294,100	\$ 283,400
Cost of Providing Services - Other:				
Chemicals	\$ 180,000	\$ 46,500	\$ 175,000	\$ 46,500
Sludge Handling	310,000		310,000	
Utilities	287,000	133,500	287,000	124,500
Cape May County MUA Agreement	600,000		600,000	
Collection Materials & Supplies	130,029		130,029	
Plant Materials & Supplies	125,000		125,000	
Transportation Equipment Fuel & Expenses	87,500	66,500	86,500	66,500
Water Distribution Supplies		200,000		200,000
Well/Tank Parts & Maintenance		40,000		40,000
Water Meters		400,000		400,000
Lab Testing		40,000		15,000
Other	171,000	29,500	167,000	42,500
Total Cost of Providing Services - Other	\$ 1,890,529	\$ 956,000	\$ 1,880,529	\$ 935,000

Prior Year Adopted Appropriations Schedule

Lower Township Municipal Utilities Authority

	<i>FY 2020 Adopted Budget</i>						Total All
	Sewer	Water	N/A	N/A	N/A	N/A	Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 229,000	\$ 229,000					\$ 458,000
Fringe Benefits	152,000	147,000					299,000
Total Administration - Personnel	381,000	376,000	-	-	-	-	757,000
<i>Administration - Other (List)</i>							
See Attached	294,100	283,400					577,500
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous Administration*							-
Total Administration - Other	294,100	283,400	-	-	-	-	577,500
Total Administration	675,100	659,400	-	-	-	-	1,334,500
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	709,000	524,000					1,233,000
Fringe Benefits	430,000	327,000					757,000
Total COPS - Personnel	1,139,000	851,000	-	-	-	-	1,990,000
<i>Cost of Providing Services - Other (List)</i>							
See Attached	1,880,529	935,000					2,815,529
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	1,880,529	935,000	-	-	-	-	2,815,529
Total Cost of Providing Services	3,019,529	1,786,000	-	-	-	-	4,805,529
Total Principal Payments on Debt Service in Lieu of Depreciation	61,050	340,644	-	-	-	-	401,694
Total Operating Appropriations	3,755,679	2,786,044	-	-	-	-	6,541,723
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	32,621	348,688	-	-	-	-	381,309
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	1,420,000	1,626,500					3,046,500
Municipality/County Appropriation	80,000	80,000					160,000
Other Reserves							-
Total Non-Operating Appropriations	1,532,621	2,055,188	-	-	-	-	3,587,809
TOTAL APPROPRIATIONS	5,288,300	4,841,232	-	-	-	-	10,129,532
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	5,288,300	4,841,232	-	-	-	-	10,129,532
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	80,000	80,000	-	-	-	-	160,000
Other	184,000	957,732					1,141,732
Total Unrestricted Net Position Utilized	264,000	1,037,732	-	-	-	-	1,301,732
TOTAL NET APPROPRIATIONS	\$ 5,024,300	\$ 3,803,500	\$ -	\$ -	\$ -	\$ -	\$ 8,827,800

* 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 \$ 187,783.95 \$ 139,302.20 \$ - \$ - \$ - \$ - \$ 327,086.15

Debt Service Schedule - Principal

Lower Township Municipal Utilities Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Total Principal Outstanding
<i>Sewer</i>									
Series 2012	\$ 61,050	\$ 61,050	\$ 64,750	\$ 66,600	\$ 68,450	\$ 70,300	\$ 72,150	\$ 580,900	\$ 984,200
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	61,050	61,050	64,750	66,600	68,450	70,300	72,150	580,900	984,200
<i>Water</i>									
Series 2012	103,950	103,950	110,250	113,400	116,550	119,700	122,850	989,100	1,675,800
USDA Series 2010	28,526	29,679	30,878	32,126	33,423	34,774	36,178	1,428,003	1,625,061
USDA Series 2013	149,038	152,221	155,473	158,795	162,187	165,652	169,191	6,223,447	7,186,966
USDA Series 2017	59,130	60,393	61,683	63,001	64,347	65,721	67,125	2,970,026	3,352,296
NJIB Series 2020A-1		88,624	88,624	88,624	88,624	88,624	93,624	2,313,354	2,850,099
Total Principal	340,644	434,867	446,908	455,946	465,131	474,471	488,968	13,923,930	16,690,222
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$ 401,694	\$ 495,917	\$ 511,658	\$ 522,546	\$ 533,581	\$ 544,771	\$ 561,118	\$ 14,504,830	\$ 17,674,422

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

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

Debt Service Schedule - Interest

Lower Township Municipal Utilities Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
			2022	2023	2024	2025	2026	Thereafter	
<i>Sewer</i>									
Series 2012	\$ 32,621	\$ 31,095	\$ 29,363	\$ 27,350	\$ 25,155	\$ 22,901	\$ 20,586	\$ 71,048	\$ 227,498
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	32,621	31,095	29,363	27,350	25,155	22,901	20,586	71,048	227,498
<i>Water</i>									
Series 2012	55,544	52,946	49,996	46,569	42,832	38,993	35,052	120,974	387,362
USDA Series 2010	65,861	64,709	63,510	62,262	60,964	59,614	58,209	786,719	1,155,987
USDA Series 2013	155,102	151,919	148,667	145,345	141,953	138,488	134,949	1,986,899	2,848,220
USDA Series 2017	72,181	70,917	69,627	68,309	66,963	65,589	64,185	1,099,780	1,505,370
NJIB Series 2020A-1	23,806	23,806	23,056	22,306	21,556	20,806	20,056	237,450	369,038
Total Interest Payments	348,688	364,297	354,856	344,791	334,268	323,490	312,451	4,231,822	6,265,977
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ 381,309	\$ 395,392	\$ 384,219	\$ 372,141	\$ 359,423	\$ 346,391	\$ 333,037	\$ 4,302,870	\$ 6,493,475

Net Position Reconciliation

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

FY 2021 Proposed Budget

	Sewer	Water	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ 17,055,815	\$ 17,055,815					\$ 34,111,630
Less: Invested in Capital Assets, Net of Related Debt (1)	12,656,760	12,656,760					25,313,520
Less: Restricted for Debt Service Reserve (1)	94,113	160,246					254,359
Less: Other Restricted Net Position (1)	93,671	159,495					253,166
Total Unrestricted Net Position (1)	4,211,271	4,079,314	-	-	-	-	8,290,585
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	1,683,332	1,683,331					3,366,663
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	3,198,187	3,198,186					6,396,373
Plus: Estimated Income (Loss) on Current Year Operations (2)							-
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	9,092,790	8,960,831	-	-	-	-	18,053,621
Unrestricted Net Position Utilized to Balance Proposed Budget	1,666,974	963,564	-	-	-	-	2,630,538
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-	-
Appropriation to Municipality/County (3)	80,000	80,000	-	-	-	-	160,000
Total Unrestricted Net Position Utilized in Proposed Budget	1,746,974	1,043,564	-	-	-	-	2,790,538
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
Last issued Audit Report (4)	\$ 7,345,816	\$ 7,917,267	\$ -	\$ -	\$ -	\$ -	\$ 15,263,083

(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 \$ 189,359 \$ 147,588 \$ - \$ - \$ - \$ - \$ 336,947

(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

LOWER TOWNSHIP
MUNICIPAL UTILITIES
AUTHORITY CAPITAL
BUDGET/
PROGRAM

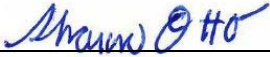
2020 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

LOWER TOWNSHIP MUNICIPAL UTILITIES

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

[X] 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 Lower Township Municipal Utilities Authority, on the 7th day of October, 2020.

Officer's Signature:			
Name:	Sharon Otto		
Title:	Secretary		
Address:	2900 Bayshore Road Villas, NJ 08251		
Phone Number:	(856) 468-1111	Fax Number:	(856) 464-0034
E-mail address	soltmua@comcast.net		

2020 CAPITAL BUDGET/PROGRAM MESSAGE

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: DECEMBER 1, 2020 TO: NOVEMBER 30, 2021

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?

The Capital Plan is submitted along with the annual budget to the Township of Lower

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?

Each project has been developed from a specific capital improvement plan or report.

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

A long-term infrastructure needs assessment has been performed in fiscal year 2017 that included the Wastewater Treatment Facility.

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)

New Jersey Infrastructure Bank and Revenue Bonds are planned to be issued.

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

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.

N/A

Add additional sheets if necessary.

Proposed Capital Budget

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

		<i>Funding Sources</i>					
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Sewer</i>							
Carried From CB-3(Sewer)	\$	10,873,000		\$ 2,873,000	\$ 8,000,000		
Type in Description		-					
Type in Description		-					
Type in Description		-					
Total		10,873,000	-	2,873,000	8,000,000	-	-
<i>Water</i>							
Carried From CB-3(Water)		1,451,000		\$ 1,451,000			
Type in Description		-					
Type in Description		-					
Type in Description		-					
Total		1,451,000	-	1,451,000		-	-
<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	\$	12,324,000	\$	4,324,000	\$ 8,000,000	\$	- \$

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.

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
6 YEAR SEWER CAPITAL PROGRAM**

Lower Township MUA Sewer Capital Items	Total Cost	Grants	Bonds & Notes	Renewal & Replacement	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Treatment Plant Improvements										
Plant Capital Improvement Plan Year 3	\$ 1,800,000	\$	\$	\$ 1,800,000	\$ 1,800,000	\$	\$	\$	\$	\$
Plant Capital Improvement Plan Year 4	1,800,000			1,800,000		1,800,000				
Plant Capital Improvement Plan Year 5	500,000			500,000			500,000			
Collection System Improvements										
Pump Station Rehabilitation	2,700,000			2,700,000	450,000	450,000	450,000	450,000	450,000	450,000
Sanitary Sewer Main Replacement	3,000,000			3,000,000	500,000	500,000	500,000	500,000	500,000	500,000
Sanitary Sewer Expansion Phase 2	8,000,000		8,000,000		8,000,000					
Equipment & Vehicles										
Replace Utility Body Truck *	198,000			198,000	25,000	34,000	34,000	35,000	35,000	35,000
Utility Truck w/Generator&Compressor	80,000			80,000	80,000					
Replace Supervision Vehicles *	50,000			50,000		25,000		25,000		
Equipment & Vehicle Repairs & Upgrades	55,500			55,500	8,000	8,500	9,000	9,500	10,000	10,500
Other										
SCADA	67,500			67,500	10,000	10,500	11,000	11,500	12,000	12,500
Totals	\$ 18,251,000	\$ -	\$ 8,000,000	\$ 10,251,000	\$ 10,873,000	\$ 2,828,000	\$ 1,504,000	\$ 1,031,000	\$ 1,007,000	\$ 1,008,000

* Costs 50% Water 50% Sewer

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
6 YEAR WATER CAPITAL PROGRAM**

Lower Township MUA Water Capital Items	Total Cost	Grants	Bonds & Notes	Renewal & Replacement	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Water Production										
Conversion to Chlorine Tablet System	\$ 335,000	\$	\$	\$ 335,000	\$ 130,000	\$ 130,000	\$ 75,000	\$	\$	\$
Well Inspection & Refurbish	750,000			750,000	250,000	100,000	100,000	100,000	100,000	100,000
Water Storage										
Airport Cleaning, Paining & Repairs	50,000			50,000	50,000					
Millman Tower Painting & Repairs	75,000			75,000		75,000				
Water Distribution										
Water Main Replacement - Water Accountability Act	4,148,000			4,148,000	898,000	650,000	650,000	650,000	650,000	650,000
Equipment & Vehicles										
Replace Utility Body Truck *	198,000			198,000	25,000	34,000	34,000	35,000	35,000	35,000
Utility Truck w/Generator&Compressor	80,000			80,000	80,000					
Replace Supervision Vehicles *	50,000			50,000		25,000		25,000		
Equipment & Vehicle Repairs & Upgrades	55,500			55,500	8,000	8,500	9,000	9,500	10,000	10,500
Other										
SCADA	67,500			67,500	10,000	10,500	11,000	11,500	12,000	12,500
Totals	\$ 5,809,000	\$ -	\$ -	\$ 5,809,000	\$ 1,451,000	\$ 1,033,000	\$ 879,000	\$ 831,000	\$ 807,000	\$ 808,000

* 50% Water & 50% Sewer

5 Year Capital Improvement Plan

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2021	2022	2023	2024	2025	2026
<i>Sewer</i>							
Carried From CB-3(Sewer)	\$ 18,251,000	\$ 10,873,000	\$ 2,828,000	\$ 1,504,000	\$ 1,031,000	\$ 1,007,000	\$ 1,008,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	18,251,000	10,873,000	2,828,000	1,504,000	1,031,000	1,007,000	1,008,000
<i>Water</i>							
Carried From CB-3(Water)	5,809,000	1,451,000	\$ 1,033,000	\$ 879,000	\$ 831,000	\$ 807,000	\$ 808,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	5,809,000	1,451,000	1,033,000	879,000	831,000	807,000	808,000
<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	-	-	-	-	-	-	-
TOTAL	\$ 24,060,000	\$ 12,324,000	\$ 3,861,000	\$ 2,383,000	\$ 1,862,000	\$ 1,814,000	\$ 1,816,000

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

Lower Township Municipal Utilities Authority

For the Period December 1, 2020 to November 30, 2021

		<i>Funding Sources</i>				
<u>Estimated Total Cost</u>		<u>Unrestricted Net Position Utilized</u>	<u>Renewal & Replacement Reserve</u>	<u>Debt Authorization</u>	<u>Capital Grants</u>	<u>Other Sources</u>
<i>Sewer</i>						
Carried From CB-3(Sewer)	\$ 18,251,000		\$ 10,251,000	\$ 8,000,000		
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	18,251,000	-	10,251,000	8,000,000	-	-
<i>Water</i>						
Carried From CB-3(Water)	5,809,000		\$ 5,809,000			
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	5,809,000	-	5,809,000	-	-	-
<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	\$ 24,060,000	\$ -	\$ 16,060,000	\$ 8,000,000	\$ -	\$ -
Total 5 Year Plan per CB-4	<u>\$ 24,060,000</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.