| | Start Year | | End Year |
|---|---|---|---|
| Fiscal Year | 2024 | _ | 2025 |

# *Authority Budget of:*

## *Woodstown Sewerage Authority*

**State Filing Year** **2025**

***For the Period:*** ***July 1, 2024*** ***to*** ***June 30, 2025***

**historicwoodstown.org**
**Authority Web Address**

NJ DEPARTMENT OF Community Affairs

## *Division of Local Government Services*

# 2025 AUTHORITY BUDGET CERTIFICATION SECTION

# FISCAL YEAR 2025

Woodstown Sewerage Authority

# AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

***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: Christine Zapicchi Date: 7/22/2024

# 2025 PREPARER'S CERTIFICATION

Woodstown Sewerage Authority

# AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

It is hereby certified that the Authority Budget, including 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 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 assertations contained herein are accurate and all required schedules are completed and attached.

| | |
|---|---|
| Preparer's Signature: | Cynthia Dalessio |
| Name: | Cynthia Dalessio |
| Title: | Secretary/Treasurer |
| Address: | 25 West Avenue<br>Woodstown, NJ 08098 |
| Phone Number: | 856-769-2200 |
| Fax Number: | 856-769-4297 |
| E-mail Address: | clerk@historicwoodstown.org |

# AUTHORITY INTERNET WEBSITE CERTIFICATION

| **Authority's Web Address:** | historicwoodstown.org |
|---|---|

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.

☑ The 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 includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*

☑ The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding 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 renumeration 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: Cynthia Dalessio

Title of Officer Certifying Compliance: Secretary/Treasurer

Signature: Cynthia Dalessio

# 2025 APPROVAL CERTIFICATION

Woodstown Sewerage Authority

# AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

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 Woodstown Sewerage Authority, at an open public meeting held
pursuant to N.J.A.C. 5:31-2.3, on April 19, 2024.

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

| | |
|---|---|
| **Officer's Signature:** | Cynthia Dalessio |
| **Name:** | Cynthia Dalessio |
| **Title:** | Secretary/Treasurer |
| **Address:** | 25 West Avenue<br>Woodstown, NJ 08098 |
| **Phone Number:** | 856-769-2200 |
| **Fax Number:** | 856-769-4297 |
| **E-mail Address:** | clerk@historicwoodstown.org |

# 2025 AUTHORITY BUDGET RESOLUTION

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

WHEREAS, the Annual Budget for Woodstown Sewerage Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025 has been presented before the governing body of the Woodstown Sewerage Authority at its open public meeting of April 19, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of $1,328,725.00, Total Appropriations including any Accumulated Deficit, if any, of $1,395,161.00, and Total Unrestriced Net Position planned to be utilized as funding thereof, of $66,436.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of $2,410,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of $0.00; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Woodstown Sewerage Authority, at an open public meeting held on April 19, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the) Woodstown Sewerage Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025, 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 Woodstown Sewerage Authority will consider the Annual Budget and Capital Budget/Program for Adoption on July 16, 2024.

Cynthia Dalessio — (Secretary's Signature)

4/16/2024 — (Date)

**Governing Body Recorded Vote**

| Member | Aye | Nay | Abstain | Absent |
|---|---|---|---|---|
| Michael Quinnette | X | | | |
| John Hathaway | X | | | |
| Larry Haines | X | | | |
| Don Dietrich | X | | | |
| Jesse Stemberger | X | | | |
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# 2025 ADOPTION CERTIFICATION

Woodstown Sewerage Authority

# AUTHORITY BUDGET

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

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 Woodstown Sewerage Authority,
pursuant to N.J.A.C 5:31-2.3, on July 16, 2024.

| | | | |
|---|---|---|---|
| **Officer's Signature:** | Cynthia Dalessio | | |
| **Name:** | Cynthia Dalessio | | |
| **Title:** | Secretary/Treasurer | | |
| **Address:** | 25 West Avenue<br>Woodstown, NJ 08098 | | |
| **Phone Number:** | 856-769-2200 | **Fax:** | 856-769-4297 |
| **E-mail address:** | clerk@historicwoodstown.org | | |

# 2025 ADOPTED BUDGET RESOLUTION

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

WHEREAS, the Annual Budget and Capital Budget/Program for the Woodstown Sewerage Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025 has been presented for adoption before the governing body of the Woodstown Sewerage Authority at its open public meeting of July 16, 2024; and

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

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of $1,328,725.00, Total Appropriations, including any Accumulated Deficit, if any, of $1,395,161.00, and Total Unrestricted Net Position utilized of $66,436.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of $2,410,000.00 and Total Unrestriced Net Position Utilized of $0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Woodstown Sewerage Authority at an open public meeting held on July 16, 2024 that the Annual Budget and Capital Budget/Program of the Woodstown Sewerage Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025 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.

Cynthia Dalessio
(Secretary's Signature)

7/16/2024
(Date)

**Governing Body Recorded Vote**

| Member | Aye | Nay | Abstain | Absent |
|---|---|---|---|---|
| Michael Quinnette | X | | | |
| John Hathaway | X | | | |
| Larry Haines | X | | | |
| Don Dietrich | X | | | |
| Jesse Stemberger | X | | | |
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# 2025 AUTHORITY BUDGET
# NARRATIVE AND INFORMATION SECTION

# 2025 AUTHORITY BUDGET MESSAGE & ANALYSIS

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

***Answer all questions below using the space provided. Do not attach answers as a separate document.***

1. Complete a brief statement on the Fiscal Year 2025 proposed Annual Budget and make comparison to the Fiscal Year 2024 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The FY 2025 budget of $1,395,161 is a decrease of $14,663 over the FY 2025 budget of $1,409,824.
Fund balance utilized decreased by $698 which is the change in the municipal appropriation.

Professional fees increased $17,000 or 42.5% due to the need to hire a bond counsel for an upcoming projects.
The Shared service agreement with the Borough of Woodstown decreased $78,400 or 45% due to more reliance on contracted services and limited staffing by the Borough of Woodstown.
Sewer Samples increased $1200 or 10% due to increased sampling required
Electric increased 12,500 or 10% due to increased rates.
Machinery & Equipment Repair increased $9,000 or 10% due to increased cost of air lift filters.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Program.

The local economy remains relatively stable. The proposed budget does not require an rate increases.

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

The Authority is utilizing Net Position for the transfer for municipal appropriation and the capital budget.

# 2025 AUTHORITY BUDGET MESSAGE & ANALYSIS

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

***Answer all questions below using the space provided. Do not attach answers as a separate document.***

**4.** Identify any sources of funds transferred to the County/Municipality as a budget subsidy or 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/Municipal Budget, etc.)

The Authority will transfer $66,436 to balance the Borough of Woodstown's budget.

5. The proposed budget must not reflect an anticipated deficit from 2024 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year 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.

Not applicable

**(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording <u>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?</u>**

# 2025 AUTHORITY BUDGET MESSAGE & ANALYSIS

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

***Answer the question below using the space provided.***

**6.** Attach in FAST 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 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
# FISCAL YEAR 2025

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

| | | | | |
|---|---|---|---|---|
| **Name of Authority:** | **Woodstown Sewerage Authority** | | | |
| *Federal ID Number:* | **historicwoodstown.org** | | | |
| *Address:* | **21-60008048** | | | |
| | 25 West Avenue | | | |
| *City, State, Zip:* | Woodstown | | NJ | 08098 |
| *Phone: (ext.)* | 856-769-2200 Ext 100 | *Fax:* | 856-769-4297 | |

| | | | | |
|---|---|---|---|---|
| **Preparer's Name:** | Cynthia Dalessio | | | |
| *Preparer's Address:* | 25 West Avenue | | | |
| *City, State, Zip:* | Woodstown | | NJ | 08098 |
| *Phone: (ext.)* | 856-769-2200 Ext 100 | *Fax:* | 856-769-4297 | |
| *E-mail:* | clerk@historicwoodstown.org | | | |

| | | | |
|---|---|---|---|
| **Chief Executive Officer*** | Michael Quinnette | | |
| ***Or person who performs these functions under another title.*** | | | |
| *Phone: (ext.)* | 856-769-2200 | *Fax:* | 856-769-4297 |
| *E-mail:* | chairman@woodstownsa.com | | |

| | | | |
|---|---|---|---|
| **Chief Financial Officer*** | Cynthia Dalessio | | |
| ***Or person who performs these functions under another title.*** | | | |
| *Phone: (ext.)* | 856-769-2200 Ext 100 | *Fax:* | 856-769-4297 |
| *E-mail:* | clerk@historicwoodstown.org | | |

| | | | | |
|---|---|---|---|---|
| **Name of Auditor:** | Michael Garcia | | | |
| *Name of Firm:* | Ford Scott & Associates LLC | | | |
| *Address:* | 1535 Haven Avenue | | | |
| *City, State, Zip:* | Ocean City | | NJ | 08226 |
| *Phone: (ext.)* | 609-399-6333 Ext 224 | *Fax:* | 609-399-3710 | |
| *E-mail:* | droller@ford-scott.com | | | |

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

**1.** Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement: 6

**2.** Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements: $ 67,325.73

**3.** Provide the number of regular voting members of the governing body: 5 *(5 or 7 per State statute, possibly more for regional authorities)*

**4.** Provide the number of alternate voting members of the governing body: 0 *(Maximum is 2)*

**5. Regional Authorities Only -** Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? Yes

*Check to see if individuals filed their FDS on the FDS webpage: https://www.nj.gov/dca/divisions/dlgs/resources/fds.html.*

**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.**

**6.** Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee? No

*If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*

**7.** 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", provide 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.*

**8.** Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*? No

**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.*

*If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*

**9.** Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

**10.** Did the Authority pay for meals or catering during the current fiscal year? No

*If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

**11.** Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No

*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

**12.** Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

| | |
|---|---|
| a. First class or charter travel | No |
| b. Travel for companions | No |
| c. Tax indemnification and gross-up payments | No |
| d. Discretionary spending account | No |
| e. Housing allowance or residence for personal use | No |
| f. Payments for business use of personal residence | No |
| g. Vehicle/auto allowance or vehicle for personal use | No |
| h. Health or social club dues or initiation fees | No |
| i. Personal services (i.e. maid, chauffeur, chef) | No |

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

**13.** 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).*

**14.** Did the Authority make any payments to current or former commissioners or employees for severance or termination? No

*If "yes", provide explanation, including amount paid.*

**15.** Did the Authority make 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", provide explanation including amount paid.*

**16.** 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", provide 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.*

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

**17.** 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", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Woodstown Sewerage Authority

**FISCAL YEAR: July 01, 2024 to June 30, 2025**

*Use the space below to provide clarification for any Questionnaire responses.*

## AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS

Woodstown Sewerage Authority

### FISCAL YEAR: July 01, 2024 to June 30, 2025

*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 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 of officer as defined below and amount of compensation from the Authority.

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 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 during the most recent fiscal year completed.

**Commissioner**: A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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
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 exchance for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as perosnal 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 prperty. 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): The aggregate compensation that is reported (or 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.

**Woodstown Sewerage Authority**
**For the Period July 01, 2024 to June 30, 2025**

| | Name | Title | Average Hours per Week Dedicated to Position | Position: Commissioner | Position: Officer | Position: Key Employee | Position: Highest Compensated | Position: Former | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Michael Quinnette | Chairman | 5 | x | | | | | $ 1,800.00 | $ - | $ - | | $ 1,800.00 |
| 2 | John Hathaway | Vice Chairman | 5 | x | | | | | $ 1,500.00 | $ - | $ - | | $ 1,500.00 |
| 3 | Larry Haines | Commissioner | 5 | x | | | | | $ 1,200.00 | $ - | $ - | | $ 1,200.00 |
| 4 | Don Dietrich | Commissioner | 5 | x | | | | | $ 1,200.00 | $ - | $ - | | $ 1,200.00 |
| 5 | Jesse Stemberger | Commissioner | 5 | x | | | | | $ 1,200.00 | $ - | $ - | | $ 1,200.00 |
| 6 | Wendy Gallagher | Business Administrator | 35 | | | X | | | $ 64,575.00 | $ - | $ - | | $ 64,575.00 |
| 7 | | | | | | | | | | | | | $ - |
| 8 | | | | | | | | | | | | | $ - |
| 9 | | | | | | | | | | | | | $ - |
| 10 | | | | | | | | | | | | | $ - |
| 11 | | | | | | | | | | | | | $ - |
| 12 | | | | | | | | | | | | | $ - |
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| 30 | | | | | | | | | | | | | $ - |
| 31 | | | | | | | | | | | | | $ - |
| 32 | | | | | | | | | | | | | $ - |
| 33 | | | | | | | | | | | | | $ - |
| 34 | | | | | | | | | | | | | $ - |
| 35 | | | | | | | | | | | | | $ - |
| | Total: | | | | | | | | $ 71,475.00 | $ - | $ - | $ - | $ 71,475.00 |

# Schedule of Health Benefits - Detailed Cost Analysis

**Woodstown Sewerage Authority**

**For the Period: July 01, 2024 to June 30, 2025**

***If no health benefits, check this box:*** ☑

| | # of Covered Members (Medical & Rx) Proposed Budget | Annual Cost Estimate per Employee Proposed Budget | Total Cost Estimate Proposed Budget | # of Covered Members (Medical & Rx) Current Year | Annual Cost per Employee Current Year | Total Current Year Cost | $ Increase (Decrease) | % Increase (Decrease) |
|---|---|---|---|---|---|---|---|---|
| **Active Employees - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | | | - | | | - | - | |
| Parent & Child | | | - | | | - | - | |
| Employee & Spouse (or Partner) | | | - | | | - | - | |
| Family | | | - | | | - | - | |
| Employee Cost Sharing Contribution (enter as negative - ) | | | | | | | - | |
| Subtotal | | | - | | | - | - | |
| **Commissioners - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | | | - | | | - | - | |
| Parent & Child | | | - | | | - | - | |
| Employee & Spouse (or Partner) | | | - | | | - | - | |
| Family | | | - | | | - | - | |
| Employee Cost Sharing Contribution (enter as negative - ) | | | | | | | - | |
| Subtotal | | | - | | | - | - | |
| **Retirees - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | | | - | | | - | - | |
| Parent & Child | | | - | | | - | - | |
| Employee & Spouse (or Partner) | | | - | | | - | - | |
| Family | | | - | | | - | - | |
| Employee Cost Sharing Contribution (enter as negative - ) | | | | | | | - | |
| Subtotal | | | - | | | - | - | |
| **GRAND TOTAL** | - | | - | - | | - | - | |

| | |
|---|---|
| **Is medical coverage provided by the SHBP (Yes or No)?** | |
| **Is prescription drug coverage provided by the SHBP (Yes or No)?** | |

## Woodstown Sewerage Authority
## ACCUMULATED ABSENCE LIABILITY

*If no accumulated absences, check this box:* ☑

| | Sick Time | | Vacation Time | | Compensatory Time | | Personal Time | | Other | | Legal basis for benefit ("X" applicable items) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual) | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Approved Labor Agreement | Resolution | Individual Employment Agreement |
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## Woodstown Sewerage Authority
## ACCUMULATED ABSENCE LIABILITY

| | Sick Time | | Vacation Time | | Compensatory Time | | Personal Time | | Other | | Legal basis for benefit ("X" applicable items) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual) | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Approved Labor Agreement | Resolution | Individual Employment Agreement |
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## Woodstown Sewerage Authority
## ACCUMULATED ABSENCE LIABILITY

| | Sick Time | | Vacation Time | | Compensatory Time | | Personal Time | | Other | | Legal basis for benefit ("X" applicable items) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual) | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Approved Labor Agreement | Resolution | Individual Employment Agreement |
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## Woodstown Sewerage Authority
## ACCUMULATED ABSENCE LIABILITY

| | Sick Time | | Vacation Time | | Compensatory Time | | Personal Time | | Other | | Legal basis for benefit ("X" applicable items) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual) | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Gross Days of Accumulated Absence | Dollar Value of Compensated Absences | Approved Labor Agreement | Resolution | Individual Employment Agreement |
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|---|---|
| Total Funds Reserved per Most Recently Completed Audit: | |
| Total Funds Appropriated in Current Budget: | |

| | |
|---|---|
| Total Employees subject to accumulated absence restrictions of P.L. 2007, c. 92: | |
| Total Employees subject to accumulated absence restrictions of P.L. 2010, c. 3: | |

# Schedule of Shared Service Agreements

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

***If no shared services, check 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 |
|---|---|---|---|---|---|---|
| Borough of Woodstown | Woodstown Sewerage Authority | Employees and related fringe benefits are provided | | 2/29/2006 | None | $ 210,000 |
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# Schedule of Shared Service Agreements (Cont.)

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

***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 |
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# 2025 AUTHORITY BUDGET
# FINANCIAL SCHEDULES SECTION

# SUMMARY

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | *FY 2025 Proposed Budget* | | | | | | | ***FY 2024 Adopted Budget*** | *$ Increase (Decrease) Proposed vs. Adopted* | *% Increase (Decrease) Proposed vs. Adopted* |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Sewer** | **Operation #2** | **Operation #3** | **Operation #4** | **Operation #5** | **Operation #6** | **Total All Operations** | **Total All Operations** | **All Operations** | **All Operations** |
| **REVENUES** | | | | | | | | | | |
| Total Operating Revenues | $ 1,328,725 | $ - | $ - | $ - | $ - | $ - | $1,328,725 | $ 1,342,690 | $ (13,965) | -1.0% |
| Total Non-Operating Revenues | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Anticipated Revenues | 1,328,725 | - | - | - | - | - | 1,328,725 | 1,342,690 | (13,965) | -1.0% |
| **APPROPRIATIONS** | | | | | | | | | | |
| Total Administration | 270,525 | - | - | - | - | - | 270,525 | 254,190 | 16,335 | 6.4% |
| Total Cost of Providing Services | 1,058,200 | - | - | - | - | - | 1,058,200 | 1,088,500 | (30,300) | -2.8% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Operating Appropriations | 1,328,725 | - | - | - | - | - | 1,328,725 | 1,342,690 | (13,965) | -1.0% |
| Total Interest Payments on Debt | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Other Non-Operating Appropriations | 66,436 | - | - | - | - | - | 66,436 | 67,134 | (698) | -1.0% |
| Total Non-Operating Appropriations | 66,436 | - | - | - | - | - | 66,436 | 67,134 | (698) | -1.0% |
| Accumulated Deficit | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Appropriations and Accumulated Deficit | 1,395,161 | - | - | - | - | - | 1,395,161 | 1,409,824 | (14,663) | -1.0% |
| Less: Total Unrestricted Net Position Utilized | 66,436 | - | - | - | - | - | 66,436 | 67,134 | (698) | -1.0% |
| Net Total Appropriations | 1,328,725 | - | - | - | - | - | 1,328,725 | 1,342,690 | (13,965) | -1.0% |
| **ANTICIPATED SURPLUS (DEFICIT)** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | #DIV/0! |

# Revenue Schedule

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | *FY 2025 Proposed Budget* | | | | | | | ***FY 2024 Adopted Budget*** | *$ Increase (Decrease) Proposed vs. Adopted* | *% Increase (Decrease) Proposed vs. Adopted* |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Sewer** | **Operation #2** | **Operation #3** | **Operation #4** | **Operation #5** | **Operation #6** | **Total All Operations** | **Total All Operations** | **All Operations** | **All Operations** |
| **OPERATING REVENUES** | | | | | | | | | | |
| *Service Charges* | | | | | | | | | | |
| Residential | 1,199,725 | | | | | | $ 1,199,725 | $ 1,211,727 | $ (12,002) | -1.0% |
| Business/Commercial | 129,000 | | | | | | 129,000 | 130,963 | (1,963) | -1.5% |
| Industrial | | | | | | | - | - | - | #DIV/0! |
| Intergovernmental | | | | | | | - | - | - | #DIV/0! |
| Other | | | | | | | - | - | - | #DIV/0! |
| Total Service Charges | 1,328,725 | - | - | - | - | - | 1,328,725 | 1,342,690 | (13,965) | -1.0% |
| *Connection Fees* | | | | | | | | | | |
| Residential | | | | | | | - | - | - | #DIV/0! |
| Business/Commercial | | | | | | | - | - | - | #DIV/0! |
| Industrial | | | | | | | - | - | - | #DIV/0! |
| Intergovernmental | | | | | | | - | - | - | #DIV/0! |
| Other | | | | | | | - | - | - | #DIV/0! |
| Total Connection Fees | - | - | - | - | - | - | - | - | - | #DIV/0! |
| *Parking Fees* | | | | | | | | | | |
| Meters | | | | | | | - | - | - | #DIV/0! |
| Permits | | | | | | | - | - | - | #DIV/0! |
| Fines/Penalties | | | | | | | - | - | - | #DIV/0! |
| Other | | | | | | | - | - | - | #DIV/0! |
| Total Parking Fees | - | - | - | - | - | - | - | - | - | #DIV/0! |
| *Other Operating Revenues (List)* | | | | | | | | | | |
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| Total Other Revenue | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Operating Revenues | 1,328,725 | - | - | - | - | - | 1,328,725 | 1,342,690 | (13,965) | -1.0% |
| **NON-OPERATING REVENUES** | | | | | | | | | | |
| *Other Non-Operating Revenues (List)* | | | | | | | | | | |
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| Total Other Non-Operating Revenue | - | - | - | - | - | - | - | - | - | #DIV/0! |
| *Interest on Investments & Deposits (List)* | | | | | | | | | | |
| Interest Earned | | | | | | | - | - | - | #DIV/0! |
| Penalties | | | | | | | - | - | - | #DIV/0! |
| Other | | | | | | | - | - | - | #DIV/0! |
| Total Interest | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Non-Operating Revenues | - | - | - | - | - | - | - | - | - | #DIV/0! |
| **TOTAL ANTICIPATED REVENUES** | $ 1,328,725 | $ - | $ - | $ - | $ - | $ - | $ 1,328,725 | $ 1,342,690 | $ (13,965) | -1.0% |

# Prior Year Adopted Revenue Schedule

**Woodstown Sewerage Authority**

| | *FY 2024 Adopted Budget* | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Sewer** | **Operation #2** | **Operation #3** | **Operation #4** | **Operation #5** | **Operation #6** | **Total All Operations** |
| **OPERATING REVENUES** | | | | | | | |
| *Service Charges* | | | | | | | |
| Residential | 1,211,727 | | | | | | $ 1,211,727 |
| Business/Commercial | 130,963 | | | | | | 130,963 |
| Industrial | | | | | | | - |
| Intergovernmental | | | | | | | - |
| Other | | | | | | | - |
| Total Service Charges | 1,342,690 | - | - | - | - | - | 1,342,690 |
| *Connection Fees* | | | | | | | |
| Residential | | | | | | | - |
| Business/Commercial | | | | | | | - |
| Industrial | | | | | | | - |
| Intergovernmental | | | | | | | - |
| Other | | | | | | | - |
| Total Connection Fees | - | - | - | - | - | - | - |
| *Parking Fees* | | | | | | | |
| Meters | | | | | | | - |
| Permits | | | | | | | - |
| Fines/Penalties | | | | | | | - |
| Other | | | | | | | - |
| Total Parking Fees | - | - | - | - | - | - | - |
| *Other Operating Revenues (List)* | | | | | | | |
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| | | | | | | | - |
| Total Other Revenue | - | - | - | - | - | - | - |
| Total Operating Revenues | 1,342,690 | - | - | - | - | - | 1,342,690 |
| **NON-OPERATING REVENUES** | | | | | | | |
| *Other Non-Operating Revenues (List)* | | | | | | | |
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| | | | | | | | - |
| *Other Non-Operating Revenues* | - | - | - | - | - | - | - |
| *Interest on Investments & Deposits* | | | | | | | |
| Interest Earned | | | | | | | - |
| Penalties | | | | | | | - |
| Other | | | | | | | - |
| Total Interest | - | - | - | - | - | - | - |
| Total Non-Operating Revenues | - | - | - | - | - | - | - |
| **TOTAL ANTICIPATED REVENUES** | $ 1,342,690 | $ - | $ - | $ - | $ - | $ - | $ 1,342,690 |

# Appropriations Schedule

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | *FY 2025 Proposed Budget* | | | | | | | ***FY 2024 Adopted Budget*** | *$ Increase (Decrease) Proposed vs. Adopted* | *% Increase (Decrease) Proposed vs. Adopted* |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Sewer** | **Operation #2** | **Operation #3** | **Operation #4** | **Operation #5** | **Operation #6** | **Total All Operations** | **Total All Operations** | **All Operations** | **All Operations** |
| **OPERATING APPROPRIATIONS** | | | | | | | | | | |
| *Administration - Personnel* | | | | | | | | | | |
| Salary & Wages | $ 72,075 | | | | | | $ 72,075 | $ 69,000 | $ 3,075 | 4.5% |
| Fringe Benefits | 5,950 | | | | | | 5,950 | 5,650 | 300 | 5.3% |
| Total Administration - Personnel | 78,025 | - | - | - | - | - | 78,025 | 74,650 | 3,375 | 4.5% |
| *Administration - Other (List)* | | | | | | | | | | |
| Professional Fees | 57,000 | | | | | | 57,000 | 40,000 | 17,000 | 42.5% |
| Office Expenses | 21,500 | | | | | | 21,500 | 20,340 | 1,160 | 5.7% |
| Shared Service Borough of Woodstown | 114,000 | | | | | | 114,000 | 119,200 | (5,200) | -4.4% |
| | | | | | | | - | - | - | #DIV/0! |
| Miscellaneous Administration* | | | | | | | - | - | - | #DIV/0! |
| Total Administration - Other | 192,500 | - | - | - | - | - | 192,500 | 179,540 | 12,960 | 7.2% |
| Total Administration | 270,525 | - | - | - | - | - | 270,525 | 254,190 | 16,335 | 6.4% |
| *Cost of Providing Services - Personnel* | | | | | | | | | | |
| Salary & Wages | | | | | | | - | - | - | #DIV/0! |
| Fringe Benefits | | | | | | | - | - | - | #DIV/0! |
| Total COPS - Personnel | - | - | - | - | - | - | - | - | - | #DIV/0! |
| *Cost of Providing Services - Other (List)* | | | | | | | | | | |
| Shared Service Borough of Woodstown | 96,000 | | | | | | 96,000 | 174,400 | (78,400) | -45.0% |
| Communications | 5,500 | | | | | | 5,500 | 5,500 | - | 0.0% |
| Education | 4,000 | | | | | | 4,000 | 4,000 | - | 0.0% |
| See Schedule F-4 continued | 952,700 | | | | | | 952,700 | 904,600 | 48,100 | 5.3% |
| Miscellaneous COPS* | | | | | | | - | - | - | #DIV/0! |
| Total COPS - Other | 1,058,200 | - | - | - | - | - | 1,058,200 | 1,088,500 | (30,300) | -2.8% |
| Total Cost of Providing Services | 1,058,200 | - | - | - | - | - | 1,058,200 | 1,088,500 | (30,300) | -2.8% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Total Operating Appropriations | 1,328,725 | - | - | - | - | - | 1,328,725 | 1,342,690 | (13,965) | -1.0% |
| **NON-OPERATING APPROPRIATIONS** | | | | | | | | | | |
| Total Interest Payments on Debt | - | - | - | - | - | - | - | - | - | #DIV/0! |
| Operations & Maintenance Reserve | | | | | | | - | - | - | #DIV/0! |
| Renewal & Replacement Reserve | | | | | | | - | - | - | #DIV/0! |
| Municipality/County Appropriation | 66,436 | | | | | | 66,436 | 67,134 | (698) | -1.0% |
| Other Reserves | | | | | | | - | - | - | #DIV/0! |
| Total Non-Operating Appropriations | 66,436 | - | - | - | - | - | 66,436 | 67,134 | (698) | -1.0% |
| **TOTAL APPROPRIATIONS** | 1,395,161 | - | - | - | - | - | 1,395,161 | 1,409,824 | (14,663) | -1.0% |
| **ACCUMULATED DEFICIT** | | | | | | | - | - | - | #DIV/0! |
| **TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT** | 1,395,161 | - | - | - | - | - | 1,395,161 | 1,409,824 | (14,663) | -1.0% |
| **UNRESTRICTED NET POSITION UTILIZED** | | | | | | | | | | |
| Municipality/County Appropriation | 66,436 | - | - | - | - | - | 66,436 | 67,134 | (698) | -1.0% |
| Other | | | | | | | - | - | - | #DIV/0! |
| Total Unrestricted Net Position Utilized | 66,436 | - | - | - | - | - | 66,436 | 67,134 | (698) | -1.0% |
| **TOTAL NET APPROPRIATIONS** | $ 1,328,725 | $ - | $ - | $ - | $ - | $ - | $ 1,328,725 | $ 1,342,690 | $ (13,965) | -1.0% |

* 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 | $ 66,436.25 | $ - | $ - | $ - | $ - | $ - | $ 66,436.25 |

# AUTHORITY PROPOSED APPROPRIATIONS
# APPROPRIATION DETAIL PAGE

Woodstown Sewerage Authority

**For the Period: July 01, 2024 to June 30, 2025**

***Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"***

| *Line Item:* | *Sewer* | *Operation #2* | *Operation #3* | *Operation #4* | *Operation #5* | *Operation #6* |
|---|---|---|---|---|---|---|
| Vehicle Expenses | 13,000.00 | | | | | |
| Sludge Disposal | 80,000.00 | | | | | |
| Chlorine/Chemicals | 86,000.00 | | | | | |
| Natural Gas | 13,000.00 | | | | | |
| Operating Supplies | 20,000.00 | | | | | |
| Sewer Samples | 13,200.00 | | | | | |
| Electric | 137,500.00 | | | | | |
| Video Lines | 30,000.00 | | | | | |
| Line Cleaning Service | 30,000.00 | | | | | |
| Machinery & Equipment Repair | 95,000.00 | | | | | |
| Wet Well Cleaning | 40,000.00 | | | | | |
| Construction Improvements | 25,000.00 | | | | | |
| Miscellaneous | 2,000.00 | | | | | |
| Insurance | 40,000.00 | | | | | |
| Licenses/Permits | 10,000.00 | | | | | |
| Property Upkeep | 13,000.00 | | | | | |
| Plant Equipment | 25,000.00 | | | | | |
| Consulting Engineer | 50,000.00 | | | | | |
| Contracted Services ETS | 230,000.00 | | | | | |
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| | 952,700.00 | | | | | |

# AUTHORITY <u>PROPOSED</u> APPROPRIATIONS
# APPROPRIATION DETAIL PAGE

Woodstown Sewerage Authority

**For the Period: July 01, 2024 to June 30, 2025**

***Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"***

| *Line Item:* | *Sewer* | *Operation #2* | *Operation #3* | *Operation #4* | *Operation #5* | *Operation #6* |
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# AUTHORITY PROPOSED APPROPRIATIONS
# APPROPRIATION DETAIL PAGE

Woodstown Sewerage Authority

**For the Period: July 01, 2024 to June 30, 2025**

***Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"***

| *Line Item:* | *Sewer* | *Operation #2* | *Operation #3* | *Operation #4* | *Operation #5* | *Operation #6* |
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# Prior Year Adopted Appropriations Schedule

**Woodstown Sewerage Authority**

| | *FY 2024 Adopted Budget* | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Sewer** | **Operation #2** | **Operation #3** | **Operation #4** | **Operation #5** | **Operation #6** | **Total All Operations** |
| **OPERATING APPROPRIATIONS** | | | | | | | |
| *Administration - Personnel* | | | | | | | |
| Salary & Wages | $ 69,000 | | | | | | $ 69,000 |
| Fringe Benefits | 5,650 | | | | | | 5,650 |
| Total Administration - Personnel | 74,650 | - | - | - | - | - | 74,650 |
| *Administration - Other (List)* | | | | | | | |
| Professional Fees | 40,000 | | | | | | 40,000 |
| Office Expenses | 20,340 | | | | | | 20,340 |
| Shared Service Borough of Woodstown | 119,200 | | | | | | 119,200 |
| | | | | | | | - |
| Miscellaneous Administration* | | | | | | | - |
| Total Administration - Other | 179,540 | - | - | - | - | - | 179,540 |
| Total Administration | 254,190 | - | - | - | - | - | 254,190 |
| *Cost of Providing Services - Personnel* | | | | | | | |
| Salary & Wages | | | | | | | - |
| Fringe Benefits | | | | | | | - |
| Total COPS - Personnel | - | - | - | - | - | - | - |
| *Cost of Providing Services - Other (List)* | | | | | | | |
| Shared Service Borough of Woodstown | 174,400 | | | | | | 174,400 |
| Communications | 5,500 | | | | | | 5,500 |
| Education | 4,000 | | | | | | 4,000 |
| See Schedule F-5 continued | 904,600 | | | | | | 904,600 |
| Miscellaneous COPS* | | | | | | | - |
| Total COPS - Other | 1,088,500 | - | - | - | - | - | 1,088,500 |
| Total Cost of Providing Services | 1,088,500 | - | - | - | - | - | 1,088,500 |
| Total Principal Payments on Debt Service in Lieu of Depreciation | - | - | - | - | - | - | - |
| Total Operating Appropriations | 1,342,690 | - | - | - | - | - | 1,342,690 |
| **NON-OPERATING APPROPRIATIONS** | | | | | | | |
| Total Interest Payments on Debt | - | - | - | - | - | - | - |
| Operations & Maintenance Reserve | | | | | | | - |
| Renewal & Replacement Reserve | | | | | | | - |
| Municipality/County Appropriation | 67,134 | | | | | | 67,134 |
| Other Reserves | | | | | | | - |
| Total Non-Operating Appropriations | 67,134 | - | - | - | - | - | 67,134 |
| **TOTAL APPROPRIATIONS** | 1,409,824 | - | - | - | - | - | 1,409,824 |
| **ACCUMULATED DEFICIT** | | | | | | | - |
| **TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT** | 1,409,824 | - | - | - | - | - | 1,409,824 |
| **UNRESTRICTED NET POSITION UTILIZED** | | | | | | | |
| Municipality/County Appropriation | 67,134 | - | - | - | - | - | 67,134 |
| Other | | | | | | | - |
| Total Unrestricted Net Position Utilized | 67,134 | - | - | - | - | - | 67,134 |
| **TOTAL NET APPROPRIATIONS** | $ 1,342,690 | $ - | $ - | $ - | $ - | $ - | $ 1,342,690 |

* 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 | $ 67,134.50 | $ - | $ - | $ - | $ - | $ - | $ 67,134.50 |

# AUTHORITY PRIOR YEAR ADOPTED APPROPRIATIONS
# APPROPRIATION DETAIL PAGE

Woodstown Sewerage Authority

**FY 2024 Adopted Budget**

***Use the space below to provide further detail of any Appropriations listed on "F-5 Appropriations (PY Adopted)"***

| *Line Item:* | *Sewer* | *Operation #2* | *Operation #3* | *Operation #4* | *Operation #5* | *Operation #6* |
|---|---|---|---|---|---|---|
| Vehicle Expenses | 13,000.00 | | | | | |
| Sludge Disposal | 80,000.00 | | | | | |
| Chlorine/Chemicals | 80,000.00 | | | | | |
| Natural Gas | 12,000.00 | | | | | |
| Operating Supplies | 18,600.00 | | | | | |
| Sewer Samples | 12,000.00 | | | | | |
| Electric | 125,000.00 | | | | | |
| Video Lines | 30,000.00 | | | | | |
| Line Cleaning Service | 30,000.00 | | | | | |
| Machinery & Equipment Repair | 90,000.00 | | | | | |
| Wet Well Cleaning | 40,000.00 | | | | | |
| Construction Improvements | 25,000.00 | | | | | |
| Miscellaneous | 2,000.00 | | | | | |
| Insurance | 40,000.00 | | | | | |
| Licenses/Permits | 10,000.00 | | | | | |
| Property Upkeep | 12,000.00 | | | | | |
| Plant Equipment | 25,000.00 | | | | | |
| Consulting Engineer | 50,000.00 | | | | | |
| Contracted Services ETS | 210,000.00 | | | | | |
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| | 904,600.00 | | | | | |

# AUTHORITY PRIOR YEAR ADOPTED APPROPRIATIONS
# APPROPRIATION DETAIL PAGE

Woodstown Sewerage Authority

**FY 2024 Adopted Budget**

***Use the space below to provide further detail of any Appropriations listed on "F-5 Appropriations (PY Adopted)"***

| *Line Item:* | *Sewer* | *Operation #2* | *Operation #3* | *Operation #4* | *Operation #5* | *Operation #6* |
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# AUTHORITY <u>PRIOR YEAR ADOPTED</u> APPROPRIATIONS
# APPROPRIATION DETAIL PAGE

Woodstown Sewerage Authority

**FY 2024 Adopted Budget**

***Use the space below to provide further detail of any Appropriations listed on "F-5 Appropriations (PY Adopted)"***

| *Line Item:* | *Sewer* | *Operation #2* | *Operation #3* | *Operation #4* | *Operation #5* | *Operation #6* |
|---|---|---|---|---|---|---|

# Debt Service Schedule - Principal

**Woodstown Sewerage Authority**

**If Authority has no debt, check this box:** ☐

| | Date of Local Finance Board Approval | *Fiscal Year Ending in* 2024 (Adopted Budget) | 2025 (Proposed Budget) | 2026 | 2027 | 2028 | 2029 | 2030 | Thereafter | Total Principal Outstanding |
|---|---|---|---|---|---|---|---|---|---|---|
| *Sewer* | | | | | | | | | | |
| | | | | | | | | | | $ - |
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| Total Principal | | - | - | - | - | - | - | - | - | - |
| *Operation #2* | | | | | | | | | | |
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| Total Principal | | - | - | - | - | - | - | - | - | - |
| *Operation #3* | | | | | | | | | | |
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| Total Principal | | - | - | - | - | - | - | - | - | - |
| *Operation #4* | | | | | | | | | | |
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| Total Principal | | - | - | - | - | - | - | - | - | - |
| *Operation #5* | | | | | | | | | | |
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| Total Principal | | - | - | - | - | - | - | - | - | - |
| *Operation #6* | | | | | | | | | | |
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| Total Principal | | - | - | - | - | - | - | - | - | - |
| **TOTAL PRINCIPAL ALL OPERATIONS** | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

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

| | ***Moody's*** | ***Fitch*** | ***Standard & Poors*** |
|---|---|---|---|
| Bond Rating | | | |
| Year of Last Rating | | | |

# Debt Service Schedule - Principal (Detail Page)

**Woodstown Sewerage Authority**

| | Date of Local Finance Board Approval | *Fiscal Year Ending in* 2024 (Adopted Budget) | 2025 (Proposed Budget) | 2026 | 2027 | 2028 | 2029 | 2030 | Thereafter | Total Principal Outstanding |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | $ - |
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| **TOTAL PRINCIPAL ALL OPERATIONS** | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

# Debt Service Schedule - Interest

**Woodstown Sewerage Authority**

**If Authority has no debt, check this box:** ☑

| | *Fiscal Year Ending in* | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2024 (Adopted Budget)** | **2025 (Proposed Budget)** | **2026** | **2027** | **2028** | **2029** | **2030** | **Thereafter** | **Total Interest Payments Outstanding** |
| *Sewer* | | | | | | | | | |
| | | | | | | | | | $ - |
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| | | | | | | | | | - |
| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| *Operation #2* | | | | | | | | | |
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| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| *Operation #3* | | | | | | | | | |
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| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| *Operation #4* | | | | | | | | | |
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| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| *Operation #5* | | | | | | | | | |
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| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| *Operation #6* | | | | | | | | | |
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| Total Interest Payments | - | - | - | - | - | - | - | - | - |
| **TOTAL INTEREST ALL OPERATIONS** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

# Debt Service Schedule - Interest (Detail Page)

**Woodstown Sewerage Authority**

| | *Fiscal Year Ending in* | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2024 (Adopted Budget)** | **2025 (Proposed Budget)** | **2026** | **2027** | **2028** | **2029** | **2030** | **Thereafter** | **Total Interest Payments Outstanding** |
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| **TOTAL INTEREST ALL OPERATIONS** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

# Net Position Reconciliation

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | *FY 2025 Proposed Budget* | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Sewer** | **Operation #2** | **Operation #3** | **Operation #4** | **Operation #5** | **Operation #6** | **Total All Operations** |
| **TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)** | $ 9,993,335 | | | | | | $9,993,335 |
| Less: Invested in Capital Assets, Net of Related Debt (1) | 5,324,435 | | | | | | 5,324,435 |
| Less: Restricted for Debt Service Reserve (1) | | | | | | | - |
| Less: Other Restricted Net Position (1) | 2,142,893 | | | | | | 2,142,893 |
| Total Unrestricted Net Position (1) | 2,526,007 | - | - | - | - | - | 2,526,007 |
| Less: Designated for Non-Operating Improvements & Repairs | | | | | | | - |
| Less: Designated for Rate Stabilization | | | | | | | - |
| Less: Other Designated by Resolution | | | | | | | - |
| Plus: Accrued Unfunded Pension Liability (1) | | | | | | | - |
| Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1) | | | | | | | - |
| Plus: Estimated Income (Loss) on Current Year Operations (2) | | | | | | | - |
| Plus: Other Adjustments (attach schedule) | | | | | | | - |
| **UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET** | 2,526,007 | - | - | - | - | - | 2,526,007 |
| Unrestricted Net Position Utilized to Balance Proposed Budget | - | - | - | - | - | - | - |
| Unrestricted Net Position Utilized in Proposed Capital Budget | - | - | - | - | - | - | - |
| Appropriation to Municipality/County (3) | 66,436 | - | - | - | - | - | 66,436 |
| Total Unrestricted Net Position Utilized in Proposed Budget | 66,436 | - | - | - | - | - | 66,436 |
| **PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR** | | | | | | | |
| **Last issued Audit Report (4)** | $ 2,459,571 | $ - | $ - | $ - | $ - | $ - | $2,459,571 |

*(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 | $ 66,436 | $ - | $ - | $ - | $ - | $ - | $ 66,436 |

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

# FISCAL YEAR 2025

## Woodstown Sewerage Authority

(Authority Name)

## 2025 AUTHORITY CAPITAL BUDGET/PROGRAM

# 2025 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

## Woodstown Sewerage Authority

(Authority Name)

**Fiscal Year: July 01, 2024 to June 30, 2025**

*Check the box for the applicable statement below:*

☑ 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, of governing body of the Woodstown Sewerage Authority, on April 16, 2024.

☐ It is hereby certified that the governing body of the Woodstown Sewerage Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Woodstown Sewerage Authority, for the following reason(s):

| | |
|---|---|
| **Officer's Signature:** | Cynthia Dalessio |
| **Name:** | Cynthia Dalessio |
| **Title:** | Secretary/Treasurer |
| **Address:** | 25 West Avenue<br>Woodstown, NJ 08098 |
| **Phone Number:** | 856-769-2200 |
| **Fax Number:** | 856-769-4297 |
| **E-mail Address:** | clerk@historicwoodstown.org |

# 2025 CAPITAL BUDGET/PROGRAM MESSAGE

Woodstown Sewerage Authority

**Fiscal Year: July 01, 2024 to June 30, 2025**

***Answer all questions below using the space provided.***

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? Yes

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

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? No

4. If amounts are on Page CB-3 in the column Debt Authorizations, indicate the primary source of funding the debt service for the Debt Authorizations (example - rate increase).

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.

Not applicable

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.

Not applicable

# Proposed Capital Budget

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | *Funding Sources* Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
|---|---|---|---|---|---|---|
| *Sewer* | | | | | | |
| North Main St Sanitary Sewer Reconst | $ 2,410,000 | | | $ 2,410,000 | | |
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| Total | 2,410,000 | - | - | 2,410,000 | - | - |
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| *Operation #6* | | | | | | |
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| Total | - | - | - | - | - | - |
| **TOTAL PROPOSED CAPITAL BUDGET** | $ 2,410,000 | $ - | $ - | $ 2,410,000 | $ - | $ - |

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

# Proposed Capital Budget

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | | *Funding Sources* | | | | |
|---|---|---|---|---|---|---|
| | **Estimated Total Cost** | **Unrestricted Net Position Utilized** | **Renewal & Replacement Reserve** | **Debt Authorization** | **Capital Grants** | **Other Sources** |
| *North Main St Sanitary Sewer Reconst* | $2,410,000 | | | $2,410,000 | | |
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# Proposed Capital Budget

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | *Funding Sources* Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
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# Proposed Capital Budget

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | *Funding Sources* Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
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| **TOTAL ALL DETAIL PAGES** | $2,410,000 | $ - | $ - | $ 2,410,000 | $ - | $ - |

# 5 Year Capital Improvement Plan

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | 2025 (Proposed Budget) | *Fiscal Year Ending in* 2026 | 2027 | 2028 | 2029 | 2030 |
|---|---|---|---|---|---|---|---|
| *Sewer* | | | | | | | |
| North Main St Sanitary Sewer R | $ 2,410,000 | $ 2,410,000 | | | | | |
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| Total | 2,410,000 | 2,410,000 | - | - | - | - | - |
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| Total | - | - | - | - | - | - | - |
| **TOTAL** | $ 2,410,000 | $ 2,410,000 | $ - | $ - | $ - | $ - | $ - |

# 5 Year Capital Improvement Plan

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | *Fiscal Year Ending in* 2025 (Proposed Budget) | 2026 | 2027 | 2028 | 2029 | 2030 |
|---|---|---|---|---|---|---|---|
| *North Main St Sanitary Sewer Re* | $ 2,410,000 | $2,410,000 | | | | | |
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# 5 Year Capital Improvement Plan

**Woodstown Sewerage Authority**
For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | *Fiscal Year Ending in* 2025 (Proposed Budget) | 2026 | 2027 | 2028 | 2029 | 2030 |
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# 5 Year Capital Improvement Plan

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | **Estimated Total Cost** | ***Fiscal Year Ending in*** **2025 (Proposed Budget)** | **2026** | **2027** | **2028** | **2029** | **2030** |
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| **TOTAL ALL DETAIL PAGES** | $ 2,410,000 | $ 2,410,000 | | $ - | $ - | $ - | $ - |

# 5 Year Capital Improvement Plan Funding Sources

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | Estimated Total Cost | *Funding Sources* Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
|---|---|---|---|---|---|---|
| *Sewer* | | | | | | |
| North Main St Sanitary Sewer R | $ 2,410,000 | | | $ 2,410,000 | | |
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| Total | 2,410,000 | - | - | 2,410,000 | - | - |
| *Operation #2* | | | | | | |
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| Total | - | - | - | - | - | - |
| **TOTAL** | $ 2,410,000 | $ - | $ - | $ 2,410,000 | $ - | $ - |
| Total 5 Year Plan per CB-4 | $ 2,410,000 | | | | | |
| Balance check | - | *If amount is other than zero, verify that projects listed above match projects listed on CB-4.* | | | | |

# 5 Year Capital Improvement Plan Funding Sources

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | | *Funding Sources* | | | | |
|---|---|---|---|---|---|---|
| | **Estimated Total Cost** | **Unrestricted Net Position Utilized** | **Renewal & Replacement Reserve** | **Debt Authorization** | **Capital Grants** | **Other Sources** |
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# 5 Year Capital Improvement Plan Funding Sources

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | | *Funding Sources* | | | | |
|---|---|---|---|---|---|---|
| | **Estimated Total Cost** | **Unrestricted Net Position Utilized** | **Renewal & Replacement Reserve** | **Debt Authorization** | **Capital Grants** | **Other Sources** |
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# 5 Year Capital Improvement Plan Funding Sources

**Woodstown Sewerage Authority**

For the Period: July 01, 2024 to June 30, 2025

| | | *Funding Sources* | | | | |
|---|---|---|---|---|---|---|
| | **Estimated Total Cost** | **Unrestricted Net Position Utilized** | **Renewal & Replacement Reserve** | **Debt Authorization** | **Capital Grants** | **Other Sources** |
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**Annual List of Change Orders Approved**
**Pursuant to N.J.A.C. 5:30-11**

Contracting Unit: **Woodstown Sewerage Authority** Year Ending: **June 30, 2023**

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here ☑ and certify below.

4/16/2024
Date

Cynthia Dalessio
Clerk/Secretary to the Governing Body

**Appendix to Budget Document**