



# State of New Jersey Local Government Services

**Year:**  **Municipal User Friendly Budget**

**MUNICIPALITY:**

**Municode:**  **Filename:**

**Website:**

**Phone Number:**

**Mailing Address:**

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

**Mayor**

First Name	Middle Name	Last Name	Term Expires	Business Email
James		Schworn	12/31/2023	james.schworn@branchburg.nj.us

**Chief Administrative Officer**

Gregory	J	Bonin		gregory.bonin@branchburg.nj.us
---------	---	-------	--	--------------------------------

**Chief Financial Officer**

Diane	Katherine	Schubach		<a href="mailto:diane.schubach@branchburg.nj.us">diane.schubach@branchburg.nj.us</a>
-------	-----------	----------	--	--

**Municipal Clerk**

Marguerite		Schmitt		maggie.schmitt@branchburg.nj.us
------------	--	---------	--	---------------------------------

**Registered Municipal Accountant**

Robert		Swisher		Rwswisher@scnco.com
--------	--	---------	--	---------------------

**Governing Body Members**

First Name	Middle Name	Last Name	Term Expires	Business Email
Thomas		Young	12/31/2022	thomas.young@branchburg.nj.us
Anna		Columbus	12/31/2024	anna.columbus@branchburg.nj.us
David		Owens	12/31/2024	david.owens@branchburg.nj.us
Brendon		Beatrice	12/31/2024	brendon.beatrice@branchburg.nj.us

## USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

<u>2021 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2022 Budget</u>		
	<u>Calendar Year</u>	<u>Calendar Year</u>	<u>% of</u>	<u>Avg Residential</u>	<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Total Levy</u>	<u>Taxpayer Impact</u>			
Municipal Purpose Tax	0.334	\$11,292,282.00	15.83%	\$384.47	Municipal Purpose Tax	ACTUAL	\$11,558,153.24
Municipal Library	0.000		0.00%	\$0.00	Municipal Library		
Municipal Open Space	0.049	\$1,685,290.45	2.36%	\$56.40	Municipal Open Space	ACTUAL	\$1,861,137.60
Municipal Arts and Culture			0.00%	\$0.00	Municipal Arts and Culture		
Fire Districts (avg. rate/total levies)			0.00%	\$0.00	Fire Districts (total levies)		
Other Special Districts (total levies)			0.00%	\$0.00	Other Special Districts (total levies)		
Local School District	1.328	\$44,807,928.00	62.81%	\$1,528.69	Local School District	ESTIMATED	\$45,706,000.00
Regional School District			0.00%	\$0.00	Regional School District		
County Purposes	0.324	\$10,928,762.19	15.32%	\$372.96	County Purposes	ESTIMATED	\$11,000,000.00
County Library	0.047	\$1,594,882.00	2.24%	\$54.10	County Library	ESTIMATED	\$1,600,000.00
County Board of Health	0.000		0.00%	\$0.00	County Board of Health		
County Open Space	0.031	\$1,033,754.01	1.45%	\$35.68	County Open Space	ESTIMATED	\$1,100,000.00
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
<b>Total (Calendar Year 2021 Budget)</b>	<b>2.113</b>	<b>\$71,342,898.65</b>	<b>100.00%</b>	<b>\$2,432.32</b>	<b>Total ESTIMATED amount to be raised by taxes</b>		<b>\$72,825,290.84</b>
Total Taxable Valuation as of October 1, 2021 <span style="float: right;"><u>\$3,375,338,550.00</u></span> (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy <span style="float: right;"><u>10,040,839.30</u></span>		
Current Year Average Residential Assessment <span style="float: right;"><u>\$115,112.00</u></span>					Budget Appropriations, before Reserve for Uncollected Taxes <span style="float: right;"><u>19,973,399.25</u></span>		
<b><u>Prior Year to Current Year Comparison</u></b>					Total Non-Municipal Tax Levy <span style="float: right;"><u>\$61,267,137.60</u></span>		
<b><u>Comparison - Municipal Purposes Tax Rate</u></b>					Amount to be Raised by Taxes - Before RUT <span style="float: right;"><u>\$71,199,697.55</u></span>		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) <span style="float: right;"><u>\$1,625,000.00</u></span>		
0.334		-100.00%			Total Amount to be Raised by Taxes <span style="float: right;"><u>\$72,824,697.55</u></span>		
<b><u>Comparison - Municipal Purposes Tax Levy</u></b>					% of Tax Collections used to Calculate RUT <span style="float: right;"><u>97.76%</u></span>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used		
\$11,292,282.00	\$11,558,153.24	2.35%	\$265,871.24				
<b><u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)</u></b>					<b><u>Tax Collections - ACTUAL as of Prior Year</u></b>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Revenue, Collections CY 2021 <span style="float: right;"><u>70,852,070.00</u></span>		
\$384.47	\$0.00	-100.00%	(\$384.47)		Total Tax Levy, CY 2021 <span style="float: right;"><u>71,342,898.00</u></span>		
					% of Taxes Collected, CY 2021 <span style="float: right;"><u>99.31%</u></span>		
					Delinquent Taxes - December 31, 2021 <span style="float: right;"><u>\$490,828.00</u></span>		

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

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Arts and Culture Trust Fund	Utility	Utility	Utility	Utility	Utility
									Sewer	Pool			
08	Surplus	10.53%	\$600,000.00	\$5,700,000.00	\$6,300,000.00	\$4,700,000.00			\$1,600,000.00				
08	Local Revenue	-5.17%	(\$198,625.41)	\$3,841,687.41	\$3,643,062.00	\$440,500.00			\$3,000,000.00	\$202,562.00			
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$3,028,491.00	\$3,028,491.00	\$3,028,491.00							
08	Uniform Construction Code Fees	-24.93%	(\$298,845.00)	\$1,198,845.00	\$900,000.00	\$900,000.00							
<b><i>Special Revenue Items w/ Prior Written Consent</i></b>													
11	Shared Services Agreements	#DIV/0!	\$0.00		\$0.00								
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00		\$0.00								
10	Public and Private Revenue	-46.20%	(\$132,112.72)	\$285,961.02	\$153,848.30	\$153,848.30							
08	Other Special Items	-29.34%	(\$181,470.84)	\$618,470.84	\$437,000.00	\$320,000.00			\$117,000.00				
15	Receipts from Delinquent Taxes	-27.04%	(\$184,575.64)	\$682,575.64	\$498,000.00	\$498,000.00							
<b><i>Amount to be raised by taxation</i></b>													
07	Local Tax for Municipal Purposes	-7.81%	(\$1,137,533.64)	\$14,561,824.48	\$13,424,290.84	\$11,558,153.24	\$1,866,137.60						
07	Minimum Library Tax	#DIV/0!	\$0.00		\$0.00								
54	Open Space Levy Tax	#DIV/0!	\$0.00		\$0.00								
56	Arts and Cultural Levy Tax	#DIV/0!	\$0.00		\$0.00								
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	<b>Total</b>	<b>-5.12%</b>	<b>(\$1,533,163.25)</b>	<b>\$29,917,855.39</b>	<b>\$28,384,692.14</b>	<b>\$21,598,992.54</b>	<b>\$1,866,137.60</b>	<b>\$0.00</b>	<b>\$4,717,000.00</b>	<b>\$202,562.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

FCOA	Budgeted Full-Time	Positions Part-Time	% Difference Current v. Prior Year	\$ Difference Current v. Prior Year	Total Modified Appropriation for Service Type (Prior Year)	Total Appropriation for Service Type (Current Year)	General Budget	Public & Private Offsets	Open Space Budget	Arts and Culture Trust Fund	Utility	Utility	Utility	Utility	Utility	
											SEWER	POOL				
20	General Government		1.72%	\$61,386.98	\$3,568,511.02	\$3,629,898.00	\$3,356,050.00	\$173,848.00			\$100,000.00					
21	Land-Use Administration		0.20%	\$250.00	\$123,750.00	\$124,000.00	\$124,000.00									
22	Uniform Construction Code		33.46%	\$166,308.00	\$497,092.00	\$663,400.00	\$663,400.00									
23	Insurance		2.87%	\$71,000.00	\$2,477,000.00	\$2,548,000.00	\$2,548,000.00									
25	Public Safety		3.13%	\$128,000.00	\$4,095,400.00	\$4,223,400.00	\$4,223,400.00									
26	Public Works		1.62%	\$103,506.00	\$6,372,994.00	\$6,476,500.00	\$2,460,500.00				\$4,016,000.00					
27	Health and Human Services		11.76%	\$25,350.00	\$215,650.00	\$241,000.00	\$241,000.00									
28	Parks and Recreation		16.26%	\$173,713.70	\$1,068,580.90	\$1,242,294.60	\$203,750.00		\$835,982.60			\$202,562.00				
29	Education (including Library)		#DIV/0!	\$0.00		\$0.00										
30	Unclassified		240.00%	\$60,000.00	\$25,000.00	\$85,000.00	\$85,000.00									
31	Utilities and Bulk Purchases		8.61%	\$41,000.00	\$476,000.00	\$517,000.00	\$517,000.00									
32	Landfill / Solid Waste Disposal		#DIV/0!	\$0.00		\$0.00										
35	Contingency		#DIV/0!	\$0.00		\$0.00										
36	Statutory Expenditures		4.60%	\$98,597.00	\$2,141,856.00	\$2,240,453.00	\$2,140,453.00				\$100,000.00					
37	Judgements		#DIV/0!	\$0.00		\$0.00										
42	Shared Services		#DIV/0!	\$0.00		\$0.00										
43	Court and Public Defender		-2.80%	(\$6,000.00)	\$214,400.00	\$208,400.00	\$208,400.00									
44	Capital		36.64%	\$550,000.00	\$1,501,000.00	\$2,051,000.00	\$1,550,000.00				\$501,000.00					
45	Debt		-1.48%	(\$36,365.00)	\$2,459,250.00	\$2,422,885.00	\$1,397,730.00		\$1,025,155.00							
46	Deferred Charges		-17.24%	(\$16,966.76)	\$98,428.00	\$81,461.24	\$81,461.24									
48	Debt - Type 1 School District		#DIV/0!	\$0.00		\$0.00										
50	Reserve for Uncollected Taxes		0.00%	\$0.00	\$1,625,000.00	\$1,625,000.00	\$1,625,000.00									
55	Surplus General Budget		#DIV/0!	\$0.00		\$0.00										
	<b>Total</b>	0.00	0.00	5.27%	\$1,419,779.92	\$26,959,911.92	\$28,379,691.84	\$21,425,144.24	\$173,848.00	\$1,861,137.60	\$0.00	\$4,717,000.00	\$202,562.00	\$0.00	\$0.00	\$0.00

**USER FRIENDLY BUDGET SECTION  
STRUCTURAL BUDGET IMBALANCES**

<i>Revenues at Risk</i>	<i>Non-recurring appropriation reductions</i>	<i>Future Year Appropriation Increases</i>	<i>Structural Imbalance Offsets</i>	<p align="center"><b>Line Item.</b> Put "X" in cell to the left that corresponds to the type of imbalance.</p>	<b>Amount</b>	<b>Comment/Explanation</b>
				None		

**ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA**

<b>Property Tax Assessments - Taxable Properties (October 1, 2021 Value)</b>			
	# of Parcels	Assessed Value	% of Total
1 Vacant Land	130	\$16,748,700.00	0.45%
2 Residential	4,976	\$2,445,703,600.00	65.68%
3A/3B Farm	128	\$33,392,500.00	0.90%
4A Commercial	138	\$300,605,600.00	8.07%
4B Industrial	189	\$883,646,800.00	23.73%
4C Apartments	3	\$38,942,000.00	1.05%
5A/5B Railroad	9	\$0.00	0.00%
6A/6B Business Personal Property	2	\$4,781,550.00	0.13%
<b>Total</b>	<b>5,575</b>	<b>\$3,723,820,750.00</b>	<b>100.00%</b>

  

Average Ratio (%), Assessed to True Value	84.45%
Equalized Valuation, Taxable Properties	\$4,409,497,631.73

  

Total # of property tax appeals filed in 2021	County Tax Board	3.00
	State Tax Court	13.00
Number of 2021 County Tax Board decisions appealed to Tax Court		3.00
Number of pending property tax appeals in State Tax Court		21.00

  

Amount paid out by municipality for tax appeals in 2021	\$0.00
---	--------

<b>Property Tax Assessments - Exempt Properties (October 1, 2021 Value)</b>			
	# of Parcels	Assessed Value	% of Total
15A Public Schools	9	\$109,235,300.00	45.84%
15B Other Schools	5	\$12,215,200.00	5.13%
15C Public Property	142	\$80,753,100.00	33.89%
15D Church and Charities	16	\$8,180,600.00	3.43%
15E Cemeteries & Graveyards	2	\$198,700.00	0.08%
15F Other Exempt	68	\$27,726,200.00	11.63%
<b>Total</b>	<b>242</b>	<b>\$238,309,100.00</b>	<b>100.00%</b>

  

Percentage of Exempt vs. Non-Exempt Properties 6.40%

<b>Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements</b>				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2021 Total Tax Rate
G Commercial/Industrial Exemption				
I Dwelling Exemption				
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
<b>Total 5 Yr Exemptions/Abatements</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

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

**USER FRIENDLY BUDGET SECTION  
BUDGETED PERSONNEL COSTS**

Organization / Individuals Eligible for Benefit	# of Full-Time Employees	# of Part-Time Employees	Total Personnel Cost	Base Pay	Overtime and other Compensation	Pension (Estimate)	Health Benefits Net of Cost Share	Employment Taxes and Other Benefits
Governing Body		5.00	151,477.80	\$56,000.00		\$1,757.80	\$31,000.00	\$62,720.00
Supervisory Staff (Department Heads & Managers)	15.00		4,358,790.57	\$1,809,566.00	\$12,000.00	\$289,168.65	\$221,342.00	\$2,026,713.92
Police Officers (Including Superior Officers)	26.00		6,476,491.05	\$2,490,641.00	\$75,000.00	\$828,138.13	\$293,194.00	\$2,789,517.92
Fire Fighters (Including Superior Officers)	0.00		0.00					\$0.00
All Other Union Employees not listed above	43.00		7,219,260.29	\$2,797,342.00	\$80,000.00	\$447,015.25	\$761,880.00	\$3,133,023.04
All Other Non-Union Employees not listed above	3.00		376,727.58	\$147,318.00	\$2,000.00	\$23,541.42	\$38,872.00	\$164,996.16
<b>Totals</b>	<b>87.00</b>	<b>5.00</b>	<b>18,582,747.29</b>	<b>\$7,300,867.00</b>	<b>\$169,000.00</b>	<b>\$1,589,621.25</b>	<b>\$1,346,288.00</b>	<b>\$8,176,971.04</b>

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

**NO**

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



**USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS**

	<b>Current Year # of Covered Members (Medical &amp; Rx)</b>	<b>Current Year Annual Cost Estimate per Employee</b>	<b>Total Current Year Cost</b>	<b>Prior Year # of Covered Members (Medical &amp; Rx)</b>	<b>Prior Year Annual Cost per Employee (Average)</b>	<b>Total Prior Year Cost</b>
<b><u>Active Employees - Health Benefits - Annual Cost</u></b>						
Single Coverage	26.00	\$11,725.40	\$304,860.40	24.00	\$11,270.64	\$270,495.36
Parent & Child	8.00	\$20,988.00	\$167,904.00	8.00	\$20,174.40	\$161,395.20
Employee & Spouse (or Partner)	17.00	\$23,450.00	\$398,650.00	19.00	\$22,541.00	\$428,279.00
Family	22.00	\$32,713.00	\$719,686.00	22.00	\$31,445.00	\$691,790.00
Employee Cost Sharing Contribution (enter as negative - )			\$389,988.00			
<b>Subtotal</b>	<b>73.00</b>		<b>\$1,981,088.40</b>	<b>73.00</b>		<b>\$1,551,959.56</b>
<b><u>Elected Officials - Health Benefits - Annual Cost</u></b>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family	1	\$32,713.00	\$32,713.00	1	\$31,445.00	\$31,445.00
Employee Cost Sharing Contribution (enter as negative - )						
<b>Subtotal</b>	<b>1.00</b>		<b>\$32,713.00</b>	<b>1.00</b>		<b>\$31,445.00</b>
<b><u>Retirees - Health Benefits - Annual Cost</u></b>						
Single Coverage	25	\$16,543.00	\$413,575.00	24	\$10,276.00	\$246,624.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative - )			\$0.00			
<b>Subtotal</b>	<b>25.00</b>		<b>\$413,575.00</b>	<b>24.00</b>		<b>\$246,624.00</b>
<b>GRAND TOTAL</b>	<b>99.00</b>		<b>\$2,427,376.40</b>	<b>98.00</b>		<b>\$1,830,028.56</b>

Note - other health insurances such as dental and vision are not included in this analysis unless included in the employees total premium. Therefore, the total from this sheet may not agree with the budgeted appropriation.

**Is medical coverage provided by the SHBP (Yes or No)?**

<b>YES</b>
------------

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

<b>YES</b>
------------

**USER FRIENDLY BUDGET SECTION  
ACCUMULATED ABSENCE LIABILITY**

Legal basis for benefit  
(check applicable items)

Organization/Individuals Eligible for Benefit	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Local Ordinance	Individual Employment Agreement
None					
<b>Totals</b>	0.00	\$0.00			
<b>Total Funds Reserved as of end of 2021</b>					
<b>Total Funds Appropriated in 2022</b>					

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

			Current Year	2023	2024	All Additional Future
Gross Debt	Deductions	Net Debt	Budget	Budget	Budget	Years' Budgets
Local School Debt	\$15,845,000.00	\$15,845,000.00	\$0.00			
Regional School Debt			\$0.00			
<u>Utility Fund Debt</u>						
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
<u>Municipal Purposes</u>						
Debt Authorized (BNI)	\$880,000.00		\$880,000.00			
Notes Outstanding			\$0.00			
Bonds Outstanding	\$11,840,000.00	\$2,663,072.17	\$9,176,927.83			
Loans and Other Debt			\$0.00			
<b>Total (Current Year)</b>	<b>\$28,565,000.00</b>	<b>\$18,508,072.17</b>	<b>\$10,056,927.83</b>			
Population (2020 census)	<u>14,940</u>					
Per Capita Gross Debt	<u>\$1,911.98</u>					
Per Capita Net Debt	<u>\$673.15</u>					
3 Year Average Property Valuation		<u>\$3,614,009,493.00</u>				
Net Debt as % of 3 Year Average Property Valuation		<u>0.28%</u>				
Utility Fund - Principal						
Utility Fund - Interest						
Bond Anticipation Notes - Principal						
Bond Anticipation Notes - Interest						
Bonds - Principal			\$2,080,000.00	\$1,960,000.00	\$1,300,000.00	\$7,800,000.00
Bonds - Interest			\$342,885.00	\$258,875.00	\$182,650.00	\$380,250.00
Loans & Other Debt - Principal						
Loans & Other Debt - Interest						
<b>Total</b>			<b>\$2,422,885.00</b>	<b>\$2,218,875.00</b>	<b>\$1,482,650.00</b>	<b>\$8,180,250.00</b>
Total Principal			\$2,080,000.00	\$1,960,000.00	\$1,300,000.00	\$7,800,000.00
Total Interest			\$342,885.00	\$258,875.00	\$182,650.00	\$380,250.00
% of Total Current Year Budget			<u>8.54%</u>			
Description	Debt Not Listed Above					
Total Guarantees - Governmental						
Total Guarantees - Other						
Total Capital/Equipment Leases						
Total Other						
<u>Bond Rating</u>	<u>Moody's</u>	<u>Standard &amp; Poors</u>	<u>Fitch</u>			
Rating	aaa					
Year of Last Rating	2019					
<b>Mark "X" if Municipality has no bond rating</b>						

**USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED**

Lead or Recipient Agency	Agency Type	Agency Providing Services To/Receiving Services From	Department	Type of Shared Service	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid
	<b>Amount Received Page Total</b>							\$0.00
	<b>Amount Paid Page Total</b>							\$0.00
	<b>Page Total</b>							\$0.00





**USER FRIENDLY BUDGET SECTION - Notes**

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