

General Instructions to Complete the Municipal Budget Levy Cap Calculation Workbook			
a)	This workbook is composed of this sheet - Instructions/Data Entry and several individual worksheets.		
b)	It designed to simplify data entry by having the user enter all data on this worksheet. By filling in the cells on this page, each spreadsheet will reflect the information and automatically calculate the formulas on each individual worksheet.		
c)	The individual spreadsheets (tabs) are locked to protect the formulas.		
d)	Fill in only the green sections of this worksheet.		
e)	Complete each set of instructions as shown below		
f)	Select the municipality (and county) by clicking the blue cell below, then click on the arrow on the right side to choose. This will populate the name and county throughout the workbook. Then continue to complete each of the following sections.		
g)	The completed Levy Workbook must be attached in FAST and it must be precisely named as: municode_LCC_year.xls (all 4 digits municode must be included).		
1009	Flemington Borough (Hunterdon)	Flemington Borough	Hunterdon
A. Levy Cap Calculation Summary			
1	Prior Year Amount to be Raised by Taxation - Municipal Purpose Tax		\$5,508,305
2	Current Year Amount to be Raised by Taxation - Municipal Purpose Tax		\$6,136,165
3	Cap Base Adjustment (+/-)		
4	Changes in Service Provider: Transfer (-)/Assumption of Service (+)		
5	Deferred Charges:		
5A	Current Year Appropriations:		
i	DCA Approved Emergency Declaration (NISA 40A-4-46) ¹		
ii	DCA Approved Special Emergency Declarations (NISA 40A-4-54, 40A-4-55.1 & 40A-4-55.13) ²		
iii	Debt Service/Down Payment Emergencies (NISA 40A-4-46) ³		
iv	Emergency Authorizations funded by Notes (NISA 40A-4-46) ^{3b}		
v	Five-year Special Emergency Authorizations funded by Notes (NISA 40A-4-53) ^{3c}		
5B	Prior Year Appropriations:		
i	Emergency Declaration (NISA 40A-4-46) ¹		
ii	Special Emergency Declarations (NISA 40A-4-54, 40A-4-55.1 & 40A-4-55.13) ²		
iii	Debt Service/Down Payment Emergencies (NISA 40A-4-46) ³		
iv	Emergency Authorizations Funded by Notes (NISA 40A-4-46) ³		
v	Special Emergency Authorizations (NISA 40A-4-53) ³		
6	New Revenues - Increase in Valuations (New Construction and Additions)		\$4,571,500
7	Prior Year's Local Municipal Purpose Tax Rate (per \$100) (excluding Open Space)		\$1.038
8	Prior Year Recycling Tax Expended (Paid or Charged plus Reserved)		
9	Current Year Recycling Tax Appropriation		
10	Cancelled Prior Year Recycling Appropriation		
11	Cap Bank Data:		
CY2021-2022:			
a	2021 Balance Available for 2024		\$11,839
b	2021 Amount Utilized - 2024 Budget		\$11,839
c	2022 Balance Available for 2024-2025		\$0
d	2022 Amount Utilized - 2024 Budget		\$0
CY2023:			
e	2023 Maximum Allowable Amount to be Raised by Taxation		\$5,933,903
f	2023 Amount to be Raised by Taxation for Municipal Purposes		\$5,509,305
g	2023 Cap Bank Utilized in 2024		\$227,023
12	Amount approved by Referendum		
13	Approved Referendum Appropriation Cancellations:		
a	Exclusions permitted only for the period of time which Emergencies are funded.		
b	Exclusions permitted only if local unit has issued Emergency Notes/Special Emergency Notes.		
c	Exclusions available for Special Emergencies Authorized funding of which began in 2011 and thereafter		
d	Enter amounts of Emergencies taken as exclusions in prior year.		
B. Shared Service Agreements Cap Exceptions - Recipients Only			
Note: Exclusions are limited to amounts required to be paid on account of the above listed components pursuant to Shared Service Agreements and as certified by provider.			
1	Current Year Shared Services Capital, Debt Service, Pension & Health Benefits and Declared Emergency Appropriations (Automatically filled from Recipient Shared Service Exclusion Worksheet)		\$0
2	Prior Year Shared Services Capital, Debt Service, Pension, Health Benefits and Declared Emergencies Expended (Automatically filled from Recipient Shared Service Exclusion Worksheet)		\$0
3	Cancelled Prior Year Shared Services Capital, Debt Service, Pension, Health Benefits and Declared Emergencies Appropriations (Enter amount here)		
C. Health Insurance Cap Exception			
The Health Care Calculation worksheet will automatically calculate the inside cap and outside cap appropriations.			
Note: The spreadsheet calculates the correct amount for the levy cap health insurance exclusion. If there is an increase above 2% but less than the State's Health Benefits increase, the local unit is only permitted to exclude the amount of increase above the 2%. Be sure to include all appropriations, both inside and outside the cap.			
1	Current Year Group Health Insurance Total Amount Appropriated		\$700,000
2	Current Year Anticipated Revenues Offsetting Group Health Insurance Appropriation		\$0
2a	Current Year Employee Health Insurance Contribution Increase*		\$0
3	Prior Year Group Health Insurance Expended (Paid or Charged plus Reserved)		\$711,200
4	Prior Year Realized Budget Revenues Offsetting Group Health Insurance Appropriation		\$0
To print out the Health Care Calculation Worksheet now, click on the tab and click the print icon.			
*Increase due to employer-emp contract negotiation resulting in a decrease to the employee's share of contribution for Group Health Insurance			
D. Pension Contribution Cap Exception			
The Pension Contribution Calc. worksheet will automatically calculate the exemption allowance.			
1	Current Year PFRS Normal & Accrued Liability, ERI and Deferral Obligation		\$584,859
2	Current Year Anticipated Revenues directly offsetting PFRS Pension Costs		\$0
3	Prior Year PFRS Normal & Accrued Liability, ERI and Deferral Obligations*		\$581,611
4	Prior Year Realized Revenues directly offsetting PFRS Pension Costs		\$0
5	Current Year PERS Normal & Accrued Liability, ERI and Deferral Obligations		\$168,802
6	Current Year Anticipated Revenues directly offsetting Pension Costs		\$0
7	Prior Year PERS Normal & Accrued Liability, ERI and Deferral Obligations		\$165,607
8	Prior Year Realized Revenues directly offsetting Pension Costs		\$0
To print out the Pensions Contribution Worksheet now, click on the tab and click the print icon.			
E. LOSAP			
1	Current Year LOSAP Appropriation		\$24,000
2	Prior Year LOSAP Expended (Paid or Charged plus Reserved)		\$24,000
3	Cancelled Prior Year LOSAP Appropriation		\$0
To print out the LOSAP Worksheet now, click on the tab and click the print icon.			
F. Capital Improvements			
1	Current Year Capital Improvement Fund, Down Payment and Capital Improvement Appropriations*		\$624,500
2	Current Year Anticipated Revenues offsetting Capital Improvement Fund, Down Payment and Capital Improvement Appropriations		\$0
3	Prior Year Capital Improvement Fund, Down Payments and Capital Improv. Expended (Paid or Charged + Reserved)		\$467,500
4	Prior Year Realized Revenues offsetting Capital Improvement, Fund, Down Payment and Capital Improvement, Appropriations		\$0
5	Cancelled or Unexpended Prior Year Appropriation for Capital Improvement Fund, Down Payments and Capital Improvement Appropriations		\$0
*Grant Items budgeted and Offset with revenues under the Capital Improvement section of the Budget must be omitted from the calculation			
To print out the Capital Improvements Worksheet now, click on the tab and click the print icon.			
G. Debt Service Cap Exception			
Note: The Debt Service Calculation worksheet will automatically calculate the exemption allowance. Do not include Type 1 debt service in any calculation.			
1	Current Year Debt Service and County Improvement Authority Capital Lease Appropriations		\$553,680
2	Current Year Debt Service Component - Share of Cost Service Contract Appropriations		\$0
3	Current Year Anticipated Revenues offsetting Debt Service, Capital Lease Obligations and Debt Service Component - Share of Cost Contracts		\$43,720
4	Prior Year Debt Service and County Improvement Authority Capital Lease Obligations Expended		\$525,450
5	Prior Year Debt Service Component - Share of Cost Contract Obligations Expended		\$0
6	Prior Year Realized Budget Revenues Offsetting Debt Service, Capital Lease Obligations and Debt Service Component - Share of Cost Contracts		\$157,500
7	Prior Year Cancelled Debt Service, Capital Lease Appropriations and Debt Service Component - Share of Cost Contracts		\$5
To print out the Debt Service Calculation Worksheet now, click on the tab and click the print icon.			
H. Deferred Charges to Future Taxation Unfunded Cap Exception			
1	Current Year Deferred Charges to Future Taxation Unfunded Appropriations		\$229,500
2	Current Year Anticipated Revenues offsetting Deferred Charges to Future Taxation Unfunded Appropriations		\$0
3	Prior Year Deferred Charges to Future Taxation Unfunded Approp (Paid or Charged)		\$303,878
4	Prior Year Realized Revenues offsetting Deferred Charges to Future Taxation Unfunded Appropriations		\$0
5	Cancelled Prior Year Appropriations for Deferred Charges to Future Taxation Unfunded		\$0
To print out the Deferred Charges Worksheet now, click on the tab and click the print icon.			
To print out the Summary Levy Cap Worksheet now, click on the tab and click the print icon.			

The instructions can be found on the Instruction Tab of the workbook.			
Summary Levy Cap Calculation			
	MUNICIPALITY	COUNTY	EXAMINER
1009	Flemington Borough	Hunterdon	
Model Tax Levy Calculation Worksheet			
Levy Cap Calculation			
	Prior Year Amount to be Raised by Taxation for Municipal Purposes		\$5,509,305
	Cap Base Adjustment (+/-)		\$0
	Less: Prior Year Deferred Charges to Future Taxation Unfunded		\$303,978
	Less: Prior Year Deferred Charges: Emergencies		\$0
	Less: Prior Year Recycling Tax		\$0
	Less: Changes in Service Provider: Transfer of Service/ Function		\$0
	Net Prior Year Tax Levy for Municipal Purpose Tax for Cap Calculation		\$5,205,327
	Plus: 2% Cap increase		\$104,107
	Adjusted Tax Levy		\$5,309,434
	Plus: Assumption of Service/ Function		\$0
	Adjusted Tax Levy Prior to Exclusions		\$5,309,434
	Exclusions:		
	Allowable Shared Service Agreements Increase	\$0	
	Allowable Health Insurance Cost Increase	\$0	
	Allowable Pension Obligations Increase	\$11,912	
	Allowable LOSAP Increase	\$0	
	Allowable Capital Improvements Increase	\$157,000	
	Allowable Debt Service, Capital Leases and Debt Service Share of Cost Increases	\$142,010	
	Recycling Tax Appropriation	\$0	
	Deferred Charges to Future Taxation Unfunded	\$229,500	
	Current Year Deferred Charges: Emergencies	\$0	
	Add Total Exclusions		\$540,421
	Less Cancelled or Unexpended Exclusions		\$5
	Adjusted Tax Levy After Exclusions		\$5,849,851
	Additions:		
	New Ratables - Increase in Valuations (New Construction and Additions)	\$4,571,500	
	Prior Year's Local Municipal Purpose Tax Rate (per \$100)	\$1.038	
	New Ratable Adjustment to Levy		\$47,452
	2021 Cap Bank Utilized in 2024		\$11,839
	2022 Cap Bank Utilized in 2024		\$0
	2023 Cap Bank Utilized in 2024		\$227,023
	Amounts approved by Referendum		\$0
	Maximum Allowable Amount to be Raised by Taxation		\$6,136,165
	Amount to be Raised by Taxation for Municipal Purposes		\$6,136,165
	Amount to be Raised by Taxation for Municipal Purposes Under/Over Cap (+/-)		\$0

<p>The instructions can be found on the Instruction Tab of the workbook.</p> <h2 style="text-align: center;">Shared Services Calculation Sheet</h2>		
MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Shared Services Capital, Debt Service, Pension, Health Benefits and Declared Emergency Appropriations		\$0
Prior Year Shared Services Capital, Debt Service, Pension, Health Benefits and Declared Emergencies Expended		\$0
Shared Service Exclusion		\$0

The instructions can be found on the Instruction Tab of the workbook.

Health Insurance Exclusion Calculation Sheet

Current Year State Health Benefits Program Average Increase: 7.4%

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
A. Current Year Group Health Insurance - Appropriation		\$700,000
Current Year Revenues Offset by Group Health Insurance Appropriation		\$0
Employer Health Insurance Cost Share Increase Deduction		\$0
Net Current Year Group Health Insurance		\$700,000
Prior Year Group Health Insurance (Paid or Charged Plus Reserved)		\$711,200
Prior Year Realized Budget Revenues Offset by Group Health Insurance Appropriation		\$0
Net Prior Year Group Health Insurance		\$711,200
*NET INCREASE (DECREASE)		(\$11,200)
* If Net Amount is Zero or Less No Exclusion.		
2010 CAP EXCLUSION		
B. If net increase is greater than zero, proceed as follows for Health Benefit Cap Calculation		
1. Net Increase Divided by Net Prior Year Amount Expended = % Increase (must be greater than 2%; if below 2% Health Benefits are subject to the 2010 Cap)		0.00%
2. Current Year State Health Average (7.4 %) Less 2% = Increase excluded from Cap		0.00%
3. % Increase (B1) less % Increase Exclusion (B2) = % Increase subject to Cap		0.00%
4. % Increase Inside Cap (B3) * Net Prior Year Amount Expended = Appropriation subject to Cap		\$0
5. % Increase Exclusion (B2) * Net Prior Year Expended = Current Year Appropriation excluded from Cap		\$0
Current Year Increase in Appropriation		\$0
1977 CAP EXCLUSION		
C. If net increase is greater than zero, proceed as follows for Health Benefit Cap		
1. Net Increase Divided by Net Prior Year Amount Expended = % Increase (must be greater than 4%; if below 4% Health Benefits are inside 1977 Cap)		0.00%
2. Current Year State Health Average (7.4 %) Less 4% Increase excluded from Cap		0.00%
3. % Increase (C1) less % Increase Exclusion (C2) = % Increase Inside Cap		0.00%
4. % Increase Inside Cap (C3) * Net Prior Year Amount Expended = Appropriation Inside Cap		\$0
5. % Increase Exclusion (C2) * Net Prior Year Expended = Current Year Appropriation Outside Cap		\$0
Current Year Increase in Appropriation		\$0

The instructions can be found on the Instruction Tab of the workbook.

Pension Contribution Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year PFRS Normal & Accrued Liability, ERI & Deferral Obligations		\$584,959
Current Year Anticipated Revenues directly offsetting Pension Costs		\$0
*Net Current Year Base Amount		\$584,959
Prior Year PFRS Normal & Accrued Liability, ERI & Deferral Obligations		\$561,811
Prior Year Realized Revenues directly offsetting Pension Costs		\$0
*Net Prior Year Base Amount		\$561,811
Difference between Current Year and Prior Year PFRS		\$23,148
% Difference between Current Year and Prior Year PFRS		4%
2% Allowance for Prior Year PFRS		\$11,236
Net PFRS Exclusion		\$11,912
Current Year PERS Normal & Accrued Liability, ERI & Deferral Obligations		\$168,802
Current Year Anticipated Revenues directly offsetting Pension Costs		\$0
Net Current Year Base Amount		\$168,802
Prior Year PERS Normal & Accrued Liability, ERI & Deferral Obligations		\$165,607
Prior year Realized Revenues directly offsetting Pension Costs		\$0
Net Prior Year Base Amount		\$165,607
Difference between Current Year and Prior Year PERS		\$3,195
% Difference between Current Year and Prior Year PERS		2%
2% Allowance for Prior Year PERS		\$3,312
Net PERS Exclusion		\$0
Pension Contribution Exclusion		\$11,912

The instructions can be found on the Instruction Tab of the workbook.		
LOSAP Calculation Sheet		
MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year LOSAP Appropriation		\$24,000
Prior Year LOSAP Expended (Paid or Charged plus Reserved)		\$24,000
Difference between Current Year and Prior Year LOSAP		\$0
% Difference between Current Year and Prior Year LOSAP		0%
2% Allowance for Prior Year LOSAP		\$480
LOSAP Exclusion		\$0

The instructions can be found on the Instruction Tab of the workbook.		
Capital Improvements Exclusion Calculation Sheet		
MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Capital Improvements, Down Payment and Capital Improvement Fund Appropriations		\$624,500
Current Year Anticipated Revenues offsetting Capital Improvements, Down Payment and Capital Improvement Fund Appropriations		\$0
Current Year Base Amount		\$624,500
Prior Year Capital Improvements, Down Payment and Capital Improvement Fund Expended (Paid or Charged plus Reserved)		\$467,500
Prior Year Realized Revenues offsetting Capital Improvements, Down Payment and Capital Improvement Fund Appropriations		\$0
Prior Year Base Amount		\$467,500
Capital Improvements Exclusion		\$157,000

The instructions can be found on the Instruction Tab of the workbook.

Debt Service Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Debt Service and County Improvement Authority Capital Lease Appropriations		\$553,680
Current Year Debt Component - Share of Cost Service Contract Appropriations		\$0
Current Year Anticipated Revenues Offsetting Debt Service, Capital Lease Obligations and Debt Service Component - Share of Cost Contracts		\$43,720
Current Year Base Amount		\$509,960
Prior Year Debt Service and County Improvement Authority Capital Lease Obligation Expended		\$525,450
Prior Year Debt Service Component - Share of Cost Contract Obligations Expended		\$0
Prior Year Realized Revenues offsetting Debt Service, Capital Lease Obligations and Debt Service Component - Share of Cost Contracts		\$157,500
Prior Year Base Amount		\$367,950
Debt Service Exclusion		\$142,010

The instructions can be found on the Instruction Tab of the workbook.

Deferred Charges to Future Taxation Unfunded Exclusion Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Deferred Charges to Future Taxation Unfunded Appropriations		\$229,500
Current Year Anticipated Revenues offsetting Deferred Charges to Future Taxation Unfunded		\$0
Current Year Base Amount		\$229,500
Prior Year Deferred Charges to Future Taxation Unfunded Appropriations		\$303,978
Prior Year Realized Revenues offsetting Deferred Charges to Future Taxation Unfunded Appropriations		\$0
Prior Year Base Amount		\$303,978
Deferred Charges Exclusion		\$0

Cap Bank Calculation		
MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
2021 Levy Cap Bank		
Available for Banking 2024		\$11,839
Amount Utilized - 2024 Budget		\$11,839
Balance Expiring		\$0
2022 Levy Cap Bank		
Balance Available for 2024-2025		\$0
Amount Utilized - 2024 Budget		\$0
Balance Available for 2025		\$0
2023 Levy Cap Bank		
Available for Banking (2024 - 2026)		\$424,598
Amount Utilized in 2024 Budget		\$227,023
Balance Available for 2025-2026		\$197,575
2024 Levy Cap Bank		
Maximum Allowable Amount to be Raised by Taxation		\$6,136,165
Amount to be Raised by Taxation for Municipal Purposes		\$6,136,165
Available for Banking (2025 - 2027)		\$0

The instructions can be found on the Instruction Tab of the workbook.

Garbage and Trash Removal and Disposal Appropriation Cap Exculsion Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
CY Garbage and Trash Removal and Disposal Appropriation		\$440,000
Net Current Year Base Amount		\$440,000
PY Garbage Removal and Disposal Expended (Paid or Charged + Reserved)		\$419,946
Net Prior Year Base Amount		\$419,946
Difference between Current Year and Prior Year		\$20,054
% Difference between Current Year and Prior Year		5%
3.5% Allowance for Prior Year Garbage and Trash Removal and Disposal		\$14,698
Garbage and Trash Removal and Disposal Exclusion (Sheet 20)		\$5,356

The instructions can be found on the Instruction Tab of the workbook.

Recycling Appropriation Cap Exculsion Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Recycling Appropriation		\$54,400
Net Current Year Base Amount		\$54,400
Prior Year Recycling Expended (Paid or Charged plus Reserved)		\$50,094
Net Prior Year Base Amount		\$50,094
Difference between Current Year and Prior Year		\$4,306
% Difference between Current Year and Prior Year		9%
3.5% Allowance for Prior Year Recycling		\$1,753
Recycling Exclusion (Sheet 20)		\$2,553

The instructions can be found on the Instruction Tab of the workbook.

Liability Insurance Appropriation Cap Exclusion Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Liability Insurance Appropriation		\$62,000
Net Current Year Base Amount		\$62,000
Prior Year Liability Insurance Expended (Paid or Charged plus Reserved)		\$60,000
Net Prior Year Base Amount		\$60,000
Difference between Current Year and Prior Year		\$2,000
% Difference between Current Year and Prior Year		3%
3.5% Allowance for Prior Year Liability Insurance		\$2,100
Liability Insurance Exclusion (Sheet 20)		\$0

The instructions can be found on the Instruction Tab of the workbook.

Worker's Compensation Appropriation Cap Exclusion Calculation Sheet

MUNICIPALITY	COUNTY	EXAMINER
Flemington Borough	Hunterdon	
Current Year Worker's Compensation Appropriation		\$29,000
Net Current Year Base Amount		\$29,000
Prior Year Worker's Compensation Expended (Paid or Charged plus Reserved)		28,000.00
Net Prior Year Base Amount		\$28,000
Difference between Current Year and Prior Year		\$1,000
% Difference between Current Year and Prior Year		4%
3.5% Allowance for Prior Year Worker's Compensation		\$980
Worker's Compensation Exclusion (Sheet 20)		\$20