



# State of New Jersey Local Government Services

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

**MUNICIPALITY:**

**Municode:**  **Filename:** 1908\_fbi\_2016.xlsm

**Website:**

**Phone Number:**

**Mailing Address:**

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

**Mayor**

First Name	Middle Name	Last Name	Term Expires	Business Email
Margaret	H	Phillips	12/31/2017	

**Chief Administrative Officer**

Linda	A	Peralta		<input type="text" value="clerk_admin@greentwp.com"/>
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**Chief Financial Officer**

Linda	R	Padula		<input type="text" value="cfo@greentwp.com"/>
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**Municipal Clerk**

Linda	A	Peralta		<input type="text" value="clerk_admin@greentwp.com"/>
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**Registered Municipal Accountant**

Thomas	M	Ferry		<input type="text" value="tomcparma@verizon.net"/>
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**Governing Body Members**

First Name	Middle Name	Last Name	Term Expires	Business Email
James	P	Chirip	12/31/2016	
Daniel	C	Conkling	12/31/2018	
Steven	A	Kurzeja	12/31/2017	
Jason	J	Reinbold	12/31/2016	

**USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN**

<u>2015 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2016 Budget</u>		
	<u>Calendar Year Tax Rate</u>	<u>Calendar Year Tax Levy</u>	<u>% of Total Levy</u>	<u>Avg Residential Taxpayer Impact</u>	<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
Municipal Purpose Tax	0.597	\$2,497,184.61	17.85%	\$1,848.18	Municipal Purpose Tax	ACTUAL	\$2,504,429.61
Municipal Library			0.00%	\$0.00	Municipal Library		
Municipal Open Space	0.015	\$62,733.96	0.45%	\$46.44	Municipal Open Space	ACTUAL	\$62,943.77
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			0.00%	\$0.00	Local School District	ESTIMATED	\$9,208,480.00
Regional School District	2.158	\$9,027,920.00	64.54%	\$6,680.69	Regional School District		
County Purposes	0.532	\$2,223,697.51	15.90%	\$1,646.95	County Purposes	ESTIMATED	\$2,268,172.50
County Library	0.029	\$119,694.35	0.86%	\$89.78	County Library	ESTIMATED	\$122,088.50
County Board of Health	0.012	\$46,894.45	0.34%	\$37.15	County Board of Health	ESTIMATED	\$47,833.50
County Open Space	0.002	\$10,750.28	0.08%	\$6.19	County Open Space	ESTIMATED	\$10,965.50
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
<b>Total (Calendar Year 2015 Budget)</b>	<b>3.345</b>	<b>\$13,988,875.16</b>	<b>100.00%</b>	<b>\$10,355.38</b>	<b>Total ESTIMATED amount to be raised by taxes</b>		<b>\$14,224,913.38</b>
Total Taxable Valuation as of October 1, 2015 <u>\$419,625,100.00</u> (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy <u>1,033,745.28</u>		
Current Year Average Residential Assessment <u>\$309,578.00</u>					Budget Appropriations, before Reserve for Uncollected Taxes <u>3,347,659.89</u>		
<u>Prior Year to Current Year Comparison</u>					Total Non-Municipal Tax Levy <u>\$11,720,483.77</u>		
<u>Comparison - Municipal Purposes Tax Rate</u>					Amount to be Raised by Taxes - Before RUT <u>\$14,034,398.38</u>		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) <u>\$190,615.18</u>		
0.597	0.597	0.00%			Total Amount to be Raised by Taxes <u>\$14,225,013.56</u>		
<u>Comparison - Municipal Purposes Tax Levy</u>					% of Tax Collections used to Calculate RUT <u>98.66%</u>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used		
\$2,497,184.61	\$2,504,429.61	0.29%	\$7,245.00		<b>Tax Collections - ACTUAL as of Prior Year</b>		
<u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Onl</u>					Total Tax Revenue, Collections CY 2015 <u>13,851,382.74</u>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Levy, CY 2015 <u>14,039,244.09</u>		
\$1,848.18	\$1,848.18	0.00%	\$0.00		% of Taxes Collected, CY 2015 <u>98.66%</u>		
<b>Sheet UFB-1</b>					Delinquent Taxes - December 31, 2015 <u>\$180,681.62</u>		



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	Utility	Utility	Utility	Utility	Utility	Utility
08	Surplus	-15.57%	(\$95,000.00)	\$610,000.00	\$515,000.00	\$515,000.00							
08	Local Revenue	-18.99%	(\$11,440.88)	\$60,240.88	\$48,800.00	\$48,800.00							
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$207,871.00	\$207,871.00	\$207,871.00							
08	Uniform Construction Code Fees	#DIV/0!	\$0.00		\$0.00								
<b>Special Revenue Items w/ Prior Written Consent</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	-85.47%	(\$120,686.00)	\$141,210.89	\$20,524.89	\$20,524.89							
08	Other Special Items	-9.90%	(\$8,133.82)	\$82,133.21	\$73,999.39	\$73,999.39							
15	Receipts from Delinquent Taxes	-8.21%	(\$14,995.51)	\$182,545.51	\$167,550.00	\$167,550.00							
<b>Amount to be raised by taxation</b>													
07	Local Tax for Municipal Purposes	-0.28%	(\$7,118.08)	\$2,511,647.69	\$2,504,529.61	\$2,504,529.61							
07	Minimum Library Tax	#DIV/0!	\$0.00		\$0.00								
54	Open Space Levy Tax	0.33%	\$209.81	\$62,733.96	\$62,943.77		\$62,943.77						
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>-6.67%</b>	<b>(\$257,164.48)</b>	<b>\$3,858,383.14</b>	<b>\$3,601,218.66</b>	<b>\$3,538,274.89</b>	<b>\$62,943.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

FCOA	Budgeted Positions Full-Time	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	Utility	Utility	Utility	Utility	Utility	Utility
20	General Government	4.00	11.00	3.44%	\$18,948.00	\$550,179.00	\$569,127.00								
21	Land-Use Administration	1.00		9.17%	\$7,799.00	\$85,077.00	\$92,876.00	\$92,876.00							
22	Uniform Construction Code			0.00%	\$0.00	\$4,500.00	\$4,500.00								
23	Insurance			10.86%	\$41,650.00	\$383,450.00	\$425,100.00	\$425,100.00							
25	Public Safety			4.10%	\$5,200.00	\$126,851.00	\$132,051.00	\$132,051.00							
26	Public Works	4.00		-3.11%	(\$23,814.00)	\$765,615.00	\$741,801.00	\$741,801.00							
27	Health and Human Services			-34.92%	(\$2,501.00)	\$7,163.00	\$4,662.00	\$4,662.00							
28	Parks and Recreation			-51.02%	(\$59,807.00)	\$117,221.00	\$57,414.00	\$57,414.00							
29	Education (including Library)			#DIV/0!	\$0.00		\$0.00								
30	Unclassified			0.00%	\$0.00	\$3,975.00	\$3,975.00	\$3,975.00							
31	Utilities and Bulk Purchases			0.00%	\$0.00	\$123,900.00	\$123,900.00	\$123,900.00							
32	Landfill / Solid Waste Disposal			3.88%	\$12,374.00	\$319,151.89	\$331,525.89	\$310,000.00	\$21,525.89						
35	Contingency			#DIV/0!	\$0.00		\$0.00								
36	Statutory Expenditures			6.91%	\$10,996.00	\$159,020.00	\$170,016.00	\$170,016.00							
37	Judgements			#DIV/0!	\$0.00		\$0.00								
42	Shared Services			-13.16%	(\$8,594.00)	\$65,320.00	\$56,726.00	\$56,726.00							
43	Court and Public Defender			-67.13%	(\$5,370.00)	\$8,000.00	\$2,630.00	\$2,630.00							
44	Capital			23.08%	\$45,000.00	\$195,000.00	\$240,000.00	\$240,000.00							
45	Debt			-2.27%	(\$7,000.00)	\$308,356.00	\$301,356.00	\$301,356.00							
46	Deferred Charges			-68.97%	(\$200,000.00)	\$290,000.00	\$90,000.00	\$90,000.00							
48	Debt - Type 1 School District			#DIV/0!	\$0.00		\$0.00								
50	Reserve for Uncollected Taxes			12.93%	\$21,828.00	\$168,787.00	\$190,615.00	\$190,615.00							
55	Surplus General Budget			#DIV/0!	\$0.00		\$0.00								
	<b>Total</b>	<b>9.00</b>	<b>11.00</b>	<b>-3.89%</b>	<b>(\$143,291.00)</b>	<b>\$3,681,565.89</b>	<b>\$3,538,274.89</b>	<b>\$3,516,749.00</b>	<b>\$21,525.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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 style="text-align: center;"><b>Line Item.</b> Put "X" in cell to the left that corresponds to the type of imbalance.</p>	<p style="text-align: center;"><b>Amount</b></p>	<p style="text-align: center;"><b>Comment/Explanation</b></p>
				NONE		



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

<u>Property Tax Assessments - Taxable Properties (October 1, 2015 Value)</u>				<u>Property Tax Assessments - Exempt Properties (October 1, 2015 Value)</u>			
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total
1 Vacant Land	67	\$4,561,300.00	1.09%	15A Public Schools	1	\$5,120,600.00	12.44%
2 Residential	1,160	\$359,110,900.00	85.58%	15B Other Schools	1	\$428,000.00	1.04%
3A/3B Farm	282	\$32,461,900.00	7.74%	15C Public Property	64	\$8,741,200.00	21.23%
4A Commercial	24	\$16,341,000.00	3.89%	15D Church and Charities	7	\$20,602,800.00	50.04%
4B Industrial	2	\$7,150,000.00	1.70%	15E Cemeteries & Graveyards	4	\$556,100.00	1.35%
4C Apartments			0.00%	15F Other Exempt	7	\$5,727,700.00	13.91%
5A/5B Railroad			0.00%				
6A/6B Business Personal Property	2	\$9,000.00	0.00%				
<b>Total</b>	<b>1,537</b>	<b>\$419,634,100.00</b>	<b>100.00%</b>	<b>Total</b>	<b>84</b>	<b>\$41,176,400.00</b>	<b>100.00%</b>
<b>Average Ratio (%), Assessed to True Value</b>		<b>92.40%</b>		<b>Percentage of Exempt vs. Non-Exempt Properties</b>			
<b>Equalized Valuation, Taxable Properties</b>		<b>\$454,149,458.87</b>		<b>9.81%</b>			
<b>Total # of property tax appeals filed in 2015</b>		<b>County Tax Board</b>	<b>9.00</b>				
		<b>State Tax Court</b>	<b>0.00</b>				
<b>Number of 2015 County Tax Board decisions appealed to Tax Court</b>				<b>1.00</b>			
<b>Number of pending property tax appeals in State Tax Court</b>				<b>0.00</b>			
<b>Amount paid out by municipality for tax appeals in 2015</b>				<b>\$9,038.19</b>			

<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements</u>				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2015 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 Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Pavments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>				
Project Name	Type of Project (use drop-down for data entry)	Taxes if Billed In Full			Project Name	Type of Project (use drop-down for data entry)	Taxes if Billed In Full			Project Name	Type of Project (use drop-down for data entry)	Taxes if Billed In Full			Project Name	Type of Project (use drop-down for data entry)	Taxes if Billed In Full		
		PILOT Billing	Assessed Value	2015 Total Tax Rate			PILOT Billing	Assessed Value	2015 Total Tax Rate			PILOT Billing	Assessed Value	2015 Total Tax Rate			PILOT Billing	Assessed Value	2015 Total Tax Rate
<b>Total Long Term Exemptions - Column Total</b>		0.00	0.00	0.00	<b>Total Long Term Exemptions - Column Total</b>		\$0.00	\$0.00	\$0.00	<b>Total Long Term Exemptions - Column Total</b>		\$0.00	\$0.00	\$0.00	<b>Total Long Term Exemptions - Column Total</b>		\$0.00	\$0.00	\$0.00
<b>Mark "X" if Grand Total</b>					<b>Mark "X" if Grand Total</b>					<b>Mark "X" if Grand Total</b>					<b>Mark "X" if Grand Total</b>				
															<b>Total Long Term Exemptions - GRAND TOTAL</b>		\$0.00	\$0.00	\$0.00

**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	37,356.00	\$7,750.00			\$28,951.00	\$655.00
Supervisory Staff (Department Heads & Managers)	3.00	2.00	469,259.00	\$327,359.00		\$40,800.00	\$74,750.00	\$26,350.00
Police Officers (Including Superior Officers)			0.00					
Fire Fighters (Including Superior Officers)			0.00					
All Other Union Employees not listed above			0.00					
All Other Non-Union Employees not listed above	6.00	7.00	551,477.00	\$340,417.00	\$59,850.00	\$41,300.00	\$75,895.00	\$34,015.00
<b>Totals</b>	<b>9.00</b>	<b>14.00</b>	<b>1,058,092.00</b>	<b>\$675,526.00</b>	<b>\$59,850.00</b>	<b>\$82,100.00</b>	<b>\$179,596.00</b>	<b>\$61,020.00</b>

Is the Local Government required to comply with NJSA 11A (Civil Service)? - YES or NO

**YES**

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>Active Employees - Health Benefits - Annual Cost</b>						
Single Coverage	3.00	\$11,235.00	\$33,705.00	2.00	\$10,800.00	\$21,600.00
Parent & Child	1.00	\$20,110.00	\$20,110.00			\$0.00
Employee & Spouse (or Partner)			\$0.00	1.00	\$21,500.00	\$21,500.00
Family	4.00	\$30,745.00	\$122,980.00	5.00	\$28,650.00	\$143,250.00
Employee Cost Sharing Contribution (enter as negative - )			(\$27,110.00)			(\$29,170.00)
<b>Subtotal</b>	<b>8.00</b>		<b>\$149,685.00</b>	<b>8.00</b>		<b>\$157,180.00</b>
<b>Elected Officials - Health Benefits - Annual Cost</b>						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family	1	\$29,850.00	\$29,850.00	1	\$28,650.00	\$28,650.00
Employee Cost Sharing Contribution (enter as negative - )			(\$895.00)			(\$830.00)
<b>Subtotal</b>	<b>1.00</b>		<b>\$28,955.00</b>	<b>1.00</b>		<b>\$27,820.00</b>
<b>Retirees - Health Benefits - Annual Cost</b>						
Single Coverage	3	\$9,120.00	\$27,360.00	2	\$10,560.00	\$21,120.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)	3	\$21,900.00	\$65,700.00	2	\$16,500.00	\$33,000.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative - )						
<b>Subtotal</b>	<b>6.00</b>		<b>\$93,060.00</b>	<b>4.00</b>		<b>\$54,120.00</b>
<b>GRAND TOTAL</b>	<b>15.00</b>		<b>\$271,700.00</b>	<b>13.00</b>		<b>\$239,120.00</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)?**

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

<b>Yes</b>
<b>Yes</b>

**USER FRIENDLY BUDGET SECTION  
ACCUMULATED ABSENCE LIABILITY**

Legal basis for benefit  
(check applicable items)

<b>Organization/Individuals Eligible for Benefit</b>	<b>Gross Days of Accumulated Absence</b>	<b>Dollar Value of Compensated Absences</b>	<b>Approved Labor Agreement</b>	<b>Local Ordinance</b>	<b>Individual Employment Agreement</b>
Total Various Departments	196.00	\$53,996.76		X	
<b>Totals</b>	196.00	\$53,996.76			
<b>Total Funds Reserved as of end of 2015</b>		\$25,742.94			
<b>Total Funds Appropriated in 2016</b>		\$4,000.00			

UFB-9 Accumulated Absence Liability



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

Gross Debt			Net Debt	Current Year Budget	2017 Budget	2018 Budget	All Additional Future Years' Budgets
Local School Debt	\$1,791,000.00	\$1,791,000.00	\$0.00				
Regional School Debt			\$0.00				
Utility Fund Debt							
0			\$0.00				
0			\$0.00				
0			\$0.00				
0			\$0.00				
0			\$0.00				
0			\$0.00				
<b>Municipal Purposes</b>							
Debt Authorized	\$216,358.23		\$216,358.23				
Notes Outstanding			\$0.00				
Bonds Outstanding	\$1,348,000.00	\$16,499.39	\$1,331,500.61				
Loans and Other Debt	\$866,373.27		\$866,373.27				
<b>Total (Current Year)</b>	<b>\$4,221,731.50</b>	<b>\$1,807,499.39</b>	<b>\$2,414,232.11</b>	<b>\$301,354.42</b>	<b>\$294,135.65</b>	<b>\$286,698.16</b>	<b>\$1,745,165.78</b>
Population (2010 census)	3,601						
Per Capita Gross Debt	\$1,172.38						
Per Capita Net Debt	\$670.43						
3 Yr. Average Property Valuation		\$460,165,581.00					
Net Debt as % of 3 Year Avg Property Valuation		0.52%					
Utility Fund - Principal							
Utility Fund - Interest							
Bond Anticipation Notes - Principal							
Bond Anticipation Notes - Interest							
Bonds - Principal				\$175,000.00	\$175,000.00	\$175,000.00	\$823,000.00
Bonds - Interest				\$60,311.26	\$53,092.50	\$45,655.00	\$110,368.78
Loans & Other Debt - Principal				\$48,959.26	\$49,943.35	\$50,947.21	\$716,523.46
Loans & Other Debt - Interest				\$17,083.90	\$16,099.80	\$15,095.95	\$95,273.54
<b>Total</b>				<b>\$301,354.42</b>	<b>\$294,135.65</b>	<b>\$286,698.16</b>	<b>\$1,745,165.78</b>
Total Principal				\$223,959.26	\$224,943.35	\$225,947.21	\$1,539,523.46
Total Interest				\$77,395.16	\$69,192.30	\$60,750.95	\$205,642.32
% of Total Current Year Budget				8.52%			
Description	Debt Not Listed Above						
Total Guarantees - Governmental							
Total Guarantees - Other							
Total Capital/Equipment Leases							
Total Other							
Bond Rating	Moody's	Standard & Poors	Fitch				
Rating	A1						
Year of Last Rating	2010						
Mark "X" if Municipality has no bond rating							

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

<b>Providing or Receiving Services?</b>	<b>Providing Services To/Receiving Services From</b>	<b>Type of Shared Service Provided</b>	<b>Notes (Enter more specifics if needed)</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Amount to be Received/Paid</b>
<b>Receiving</b>	Sussex County	Dispatching 911				\$10,526.00
<b>Receiving</b>	Frelinghuysen Township	Construction Department	No cost they keep all fees (receipts) minus DCA fees			
<b>Receiving</b>	Frelinghuysen Township	Emergency Management				\$2,200.00
<b>Receiving</b>	Town of Newton	Municipal Court				\$44,000.00





**USER FRIENDLY BUDGET SECTION - Notes**

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