

General Instructions to Complete the Fire District Budget Workbook

- a) This workbook shall be used for completing the Fire District Introduced and Adopted Budgets.
- b) It is designed to automatically calculate amounts linked from various data entry points.
- c) The individual tabs containing formulas are locked to protect the formulas.
- d) Fill in only the gray and yellow highlighted sections of the worksheet.
- e) Begin by navigating to the "KEY INPUTS" tab.
Select the Fire District by clicking on cell B2 and selecting from the dropdown menu. This will populate the entity name and
- f) county. Continue to complete each of the fields in order to populate standard information throughout the workbook.
When copying information from another document, users must select "Paste Values" when pasting the information into this
- g) workbook.
- h) In all applicable signature lines, insert the email address of the applicable official.
Once approved by the Board of Fire Commissioners, the completed Introduced Budget must be submitted to the Division via the FAST "Introduced Budget" record portal and it must be precisely named as: <municode>_introbudget_20xx. The list of
- i) municodes for Fire Districts can be found at:
<https://www.nj.gov/dca/divisions/dlgs/pdf/Fire%20District%20MuniCodes.pdf>
Once approved by the Board of Fire Commissioners, the completed Adopted Budget must be submitted to the Division via the FAST "Adopted Budget" record portal and it must be precisely named as: <municode>_adoptbudget_20xx. The list of municodes
- j) for Fire Districts can be found at:
<https://www.nj.gov/dca/divisions/dlgs/pdf/Fire%20District%20MuniCodes.pdf>
- k) Only the Designated Officials for the Fire District have access to the "Submit for Review" tab within the FAST portal.
- l) Please review the additional instructions "FAST System for Fire Districts: Introduction and User Guide" link below:
<https://www.nj.gov/dca/divisions/dlgs/pdf/FAST%20Fire%20Budget%20User%20Guide.pdf>

Year	2024	Board of Fire Commissioners:	
Fire District	Hanover Township FD No. 3	Chairperson	Gary E. Keyser
County	Morris	Treasurer	Shawn Waldron
Web Address	htfd3.com	Secretary	MaryLou DeSimone
Election Month	February	Commissioner	Steven J. Cornine
		Commissioner	Michael P. Dugan, Jr.

Certification Sections		Expand Section Length	
Preparer and Preparer - Other Assets Certification		Vehicle List	Standard
Preparer Name	Shawn Waldron	Accumulated Absences	Standard
Title	Treaurer	Salary & Benefit Detail	Standard
Address	PO Box 511, Cedar Knolls NJ 07927-0511	Capital Budget Detail	Standard
Phone	973-267-5659 Ext 118		
Fax	973-292-2576		
Email	swaldron@htfd3.com		

Approval Certification	
Officer's Name	MaryLou DeSimone
Title	Secretary
Address	PO Box 511, Cedar Knolls NJ 07927-0511
Phone	973-267-5659 Ext 118
Fax	973-292-2576
Email	mdesimone@htfd3.com

Internet Certification	
Officer's Name	Michael P. Dugan, Jr.
Title	Clerk

Adoption Certification	
Officer's Name	MaryLou DeSimone
Title	Secretary
Address	PO Box 511, Cedar Knolls NJ 07927-0511
Phone	973-267-5659 Ext 118
Fax	973-292-2576
Email	mdesimone@htfd3.com

2024

Hanover Township FD No. 3

Fire District Budget

htfd3.com



Division of Local Government Services

Fire District No. 3
Township of Hanover, County of Morris

2024 FIRE DISTRICT BUDGET
Certification Section

2024

Hanover Township FD No. 3

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2024 to December 31, 2024

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2024 PREPARER'S CERTIFICATION

Hanover Township FD No. 3

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2024 to December 31, 2024

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to stature in that; all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	swaldron@htfd3.com
Name:	Shawn Waldron
Title:	Treasurer
Address:	PO Box 511, Cedar Knolls NJ 07927-0511
Phone Number:	973-267-5659 Ext 118
Fax Number:	973-292-2576
E-mail Address:	swaldron@htfd3.com

2024 PREPARER'S CERTIFICATION OTHER ASSETS

Hanover Township FD No. 3

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2024 to December 31, 2024

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A:2-1 et seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A:14-78.6.

Preparer's Signature:	swaldron@htfd3.com
Name:	Shawn Waldron
Title:	Treasurer
Address:	PO Box 511, Cedar Knolls NJ 07927-0511
Phone Number:	973-267-5659 Ext 118
Fax Number:	973-292-2576
E-mail Address:	swaldron@htfd3.com

FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address:	htfd3.com
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All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners 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 Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organizations which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying Compliance: Michael P. Dugan, Jr.
Title of Officer Certifying Compliance: Clerk
Signature: mduganjr@htfd3.com

2024 APPROVAL CERTIFICATION

Hanover Township FD No. 3

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2024 to December 31, 2024

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true of the Annual Budget approved by resolution of the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on December 7, 2023.

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

Officer's Signature:	mdesimone@htfd3.com
Name:	MaryLou DeSimone
Title:	Secretary
Address:	PO Box 511, Cedar Knolls NJ 07927-0511
Phone Number:	973-267-5659 Ext 118
Fax Number:	973-292-2576
E-mail Address:	mdesimone@htfd3.com

2024 FIRE DISTRICT BUDGET RESOLUTION

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Hanover Township FD No. 3 (the 'Fire District') for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 7, 2023; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,745,641.00 which includes an amount to be raised by taxation of \$1,828,791.00 and Total Appropriations of \$2,745,641.00; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 7, 2023 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 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 Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 4, 2023.

mdesimone@htfd3.com

(Secretary's Signature)

December 7, 2023

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Gary E. Keyser				
Shawn Waldron				
MaryLou DeSimone				
Steven J. Cornine				
Michael P. Dugan, Jr.				

2024 ADOPTION CERTIFICATION

Hanover Township FD No. 3

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2024 to December 31, 2024

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on January 4, 2023.

Officer's Signature:	mdesimone@htfd3.com		
Name:	MaryLou DeSimone		
Title:	Secretary		
Address:	PO Box 511, Cedar Knolls NJ 07927-0511		
Phone Number:	973-267-5659 EXT 118	Fax:	973-292-2576
E-mail address:	mdesimone@htfd3.com		

2024 ADOPTED BUDGET RESOLUTION

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

WHEREAS, the Annual Budget for the Hanover Township FD No. 3 (the 'Fire District') for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 4, 2023; and

WHEREAS, the Annual 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 adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and allowable amount to be raised by taxation; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,745,641.00 which includes amount to be raised by taxation of \$1,828,791.00, and Total Appropriations of \$2,745,641.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 4, 2023 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$2,745,641.00, which includes amount to be raised by taxation of \$1,828,791.00, and Total Appropriations of \$2,745,641.00; and

BE IT FURTHER RESOLVED, that the Annual 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

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

mdesimone@htfd3.com

(Secretary's Signature)

January 4, 2023

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Gary E. Keyser				
Shawn Waldron				
MaryLou DeSimone				
Steven J. Cornine				
Michael P. Dugan, Jr.				

2024 FIRE DISTRICT BUDGET
Narrative and Information Section

2024 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

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

1. When is the Fire District's annual election? (February and/or November)
If November, was the resolution submitted to the Division?

February

2. Complete a brief statement on the 2024 proposed Annual Budget and make comparison to the 2023 adopted budget.

The 2024 budget is increasing \$115,022 from the 2023 budget primarily due to \$234,658 increase in costs of operations (see answer to Q. #3 below); offset by \$60,000 decrease in capital appropriations; \$20,150 decrease in administrative costs (see answer to Q. #3 below) and \$39,486 decrease in revenue offset with appropriation (FEMA grant).

3. **Explain any variances over +/-10% for each line item.** Attach in FAST any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

Unrestricted fund balance anticipated decrease \$130,765 or -43% - in 2023, \$60,000 was used for the purchase of a command vehicle and the remaining \$242,115 to offset increase in operating costs. In 2024, \$100,000 is being used to offset capital appropriations and \$71,350 to offset operating costs.

Other Revenue offset with appropriation - decrease of \$39,485.71 or -100% due to no FEMA grant in 2024.

Administration S&W - decrease \$20,304 or 17% - the planned addition of a data entry clerk in 2023 did not happen.

Other Administration Expense - increase \$2,300 or 11.8% - anticipated subscription increase or MobileEyes and increase office supplies cots and election costs for the referendum.

Cost of Operations S&W & fringe benefits - increase \$162,308 or 10% - reflects an increase in personnel and overtime as well as increases in health benefits and pension costs. Of the \$162,308, \$62,800 of S&W is being included in the tax levy referendum in order to ensure adequate staffing levels to maintain services (see F-4).

Other Op & Maint Expense (Tax Levy Referendum) - increase of \$75,800 or 100% - increase fuel, insurance, maintenance, technology, supplies, etc. (see F-3 Detail 3 for further detail) in excess of the allowable 2%. This is needed in order to keep up with inflation and the market and to maintain the adequate level of services.

See F-3 Detail 1 and 2 for explanation of any individual lines with variances over 10%.

4. Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation, the use of the Restricted and Unrestricted Fund Balance(s) and how they are complying with the Property Tax Levy Cap. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.

The amount to be raised by taxation will increase \$256,073 or 16.3% from the \$1,572,718 in 2023 to \$1,828,791 in 2024. \$71,350 of unrestricted fund balance will be utilized to help offset the tax increase and operating costs and \$100,000 will be used for towards capital expenses. The District is planning to put before the voters a tax levy referendum to exceed the allowable tax levy increase by \$138,600. The projected tax rate will increase from \$0.109 to \$0.125 per \$100 of assessed valuation.

2024 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

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

5. Does the Fire District plan on exceeding the Levy Cap? If so, please provide a statement with the reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum.

The 2024 Fire District budget exceeds the maximum allowable tax levy cap by \$138,600. Of the \$138,600, \$62,800 is needed for S&W to enable the District to retain the Per Diem and Part-Time staff hired in the latter part of 2023, catering to the surge in emergency service demands. This approach enhances emergency service delivery while circumventing the expenses related to full-time hires and their associated costs and benefits); and \$75,800 is needed for enhanced training, replace older PPE & uniforms, maintenance/repair of aging facilities, equipment & apparatus, IT software upgrades, expand incentive program to enhance volunteer membership. The Board of Commissioners has passed a resolution to put before the voters in February 2024 to exceed the tax levy cap.

6. If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance to be used in the 2024 proposed operating budget, explain the reason and purposes of the appropriation.

N/A

7. Complete a brief statement on the Annual Budget's proposed capital appropriations including debt service for the proposed budget year and for future years.

\$100,000 of fund balance will be utilized to support the \$100,000 in capital appropriations.

8. If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14- 78.6, then explain the reasons for the occurrence of the deficit.

N/A

2024 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

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

9. Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts.

No

10. Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$	1,455,703,400.00
Proposed Tax Rate per \$100 of Assessed Valuation	\$	0.1246

11. Is the Fire District providing for a first-year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	X	Yes		If yes, how much is appropriated?	
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If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount?

No		Yes	
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FIRE DISTRICT CONTACT INFORMATION

2024

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

Name of Fire District:	Hanover Township FD No. 3		
<i>Address:</i>	PO Box 511		
<i>City, State, Zip:</i>	Cedar Knolls	NJ	07927-0511
<i>Phone: (ext.)</i>	973-267-5659 (118)	<i>Fax:</i>	973-292-2576
<i>Fire District E-mail:</i>	jschultz@htfd3.com		

Preparer's Name:	Shawn Waldron		
<i>Preparer's Address:</i>	PO Box 511		
<i>City, State, Zip:</i>	Cedar Knolls	NJ	07927-0511
<i>Phone: (ext.)</i>	973-267-5659 Ext 118	<i>Fax:</i>	973-292-2576
<i>E-mail:</i>	swaldron@htfd3.com		

Chairperson:	Gary E. Keyser		
<i>Phone: (ext.)</i>	973-267-5659 (118)	<i>Fax:</i>	973-292-2576
<i>E-mail:</i>	mdesimone@htfd3.com		

Secretary:	MaryLou DeSimone		
<i>Phone: (ext.)</i>	973-267-5659 (118)	<i>Fax:</i>	973-292-2576
<i>E-mail:</i>	scornine@htfd3.com		

Treasurer:	Shawn Waldron		
<i>Phone: (ext.)</i>	973-267-5659 (118)	<i>Fax:</i>	973-292-2576
<i>E-mail:</i>	swaldron@htfd3.com		

Name of Auditor:	Man C. Lee		
<i>Name of Firm:</i>	Nisivoccia		
<i>Address:</i>	200 Valley Road Suite 300		
<i>City, State, Zip:</i>	Mount Arlington	NJ	07856
<i>Phone: (ext.)</i>	973-298-8500	<i>Fax:</i>	973-298-8501
<i>E-mail:</i>	mlee@nisivoccia.com		

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

Answer all questions below completely.

- 1) Provide the number of regular voting members of the governing body:
- 2) Provide the number of alternate voting members of the governing body:

- 3) Does the fire district have any amounts recievable from current or former commissioners, officers, or employees?

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

- 4) Was the fire district a party to a business transaction with one of the following parties:

- a. A current or former commissioner, officer, or employee?
- b. A family member of a current or former commissioner, officer, or employee?
- c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner?

If the answer to any of the above is "yes," provide a description of the transaction, including the name of the commissioner, officer, or employee (or family member thereof) of the fire district; 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.

- 5) Did the fire district provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:

- a. First class or charter travel
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e.: maid, chauffeur, chef)

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.

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

6) Use the "**Vehicle List**" tabs to list of the fire district's vehicles including make, model, and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized district personnel, indicate "motor pool." Do not attach the list as a separate document.

7) Did the fire district make any payments to current or former commissioners or employees for severance or termination? No

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

8) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? No

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

9) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? No

10) If the answer to #9 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? N/A

If "yes," attach in FAST a copy of the agreement.

11) Does the fire District have a Length of Services Award Program (LOSAP) plan? No

If "yes," indicate:

- a) *the year it was implemented*
- b) *the total number of volunteer members presently eligible to participate*
- c) *the total number of volunteer members presently vested*
- d) *whether the annual contribution for each vested member is fixed or based on an automatic increase*
- e) *the total LOSAP budgeted for the current year*
- f) *the Fire District's LOSAP Plan Contractor*
- g) *whether the Plan Contractor has submitted its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

12) If the district's Board of Fire Commissioners authorizes its elected commissioners to receive any type of compensation for serving on the Board, did the district submit a copy of the compensation resolution to the municipal governing body for review and approval as required under N.J.S.A. 40A:14-88? Yes

If "yes", provide a certified copy of the resolution, whenever adopted, fixing the level of compensation each commissioner is authorized to receive, and proof that the district submitted the resolution to the municipal clerk for governing body consideration. Only answer "N/A" if elected commissioners are not authorized to receive any compensation for their service on the Board.

13) Did the district make one or more supplemental emergency appropriations after adopting its current budget? No

If "yes", for each supplemental emergency appropriation:

a) Was a resolution adopted by at least two-thirds (2/3) of the Board of Commissioners' full membership declaring that an emergency exists requiring a supplemental emergency appropriation and setting out the nature of the emergency in full?

b) Did the district submit the above-referenced resolution to the municipal clerk for municipal governing body consideration?

c) Did at least two-thirds (2/3) of the municipal governing body's full membership approve the district's emergency appropriation?

Provide (with the introduced budget) a certified copy of the Board's resolution authorizing the supplemental emergency appropriation with a certified copy of the municipal governing body's resolution approving the district's emergency appropriation.

FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

Complete the attached table for all persons required to be listed per #1-2 below.

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District during the most recent fiscal year completed.

Commissioner: A member of the governing body of the Fire District with voting rights. Include alternates for the purposes of this schedule.

Officer: A person elected or appointed to manage the Fire District'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 Fire District'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.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transaction such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable Compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year.

**Hanover Township FD No. 3
Morris
Reportable Compensation from Fire District
(W-2/ 1099)**

	Name	Title	Average Hours per Week Dedicated to Position	Position		Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Total Compensation from Fire District
				Commissioner	Former Officer					
1	MaryLou DeSimone	Chairperson	2	X		\$ 2,500.00				\$ 2,500.00
2	Robert E. O'Hare	Vice Chairperson	2	X		\$ 2,500.00				\$ 2,500.00
3	Shawn Waldron	Treasurer	2	X		\$ 2,500.00				\$ 2,500.00
4	Steven Cornine	Secretary	2	X		\$ 2,500.00				\$ 2,500.00
5	Michael P. Dugan, Jr.	Clerk	2	X		\$ 2,500.00				\$ 2,500.00
6	Vacant	Chief	40		X					\$ -
7	Michael Belott	Lieutenant	40		X					\$ -
8										\$ -
9										\$ -
10										\$ -
11										\$ -
12										\$ -
13										\$ -
14										\$ -
15										\$ -
Total:						\$ 12,500.00	\$ -	\$ -	\$ -	\$ 12,500.00

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

N/A

**Hanover Township FD No. 3
Morris**

	# 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)
<u>Active Employees - Health Benefits - Annual Cost</u>								
Single Coverage	4	9,305.00	37,220.00	7	6,904.00	48,328.00	(11,108.00)	-23.0%
Parent & Child	1	15,255.00	15,255.00			-	15,255.00	0.0%
Employee & Spouse (or Partner)	2	19,045.50	38,091.00	2	11,443.00	22,886.00	15,205.00	66.4%
Family	3	26,805.00	80,415.00	3	20,859.00	62,577.00	17,838.00	28.5%
Employee Cost Sharing Contribution (enter as negative -)			(34,196.00)			(23,304.00)	(10,892.00)	46.7%
Subtotal	10		136,785.00	12		110,487.00	26,298.00	23.8%
<u>Commissioners - Health Benefits - Annual Cost</u>								
Single Coverage			-			-	-	0.0%
Parent & Child			-			-	-	0.0%
Employee & Spouse (or Partner)			-			-	-	0.0%
Family			-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative -)							-	0.0%
Subtotal	0		-	0		-	-	0.0%
<u>Retirees - Health Benefits - Annual Cost</u>								
Single Coverage			-			-	-	0.0%
Parent & Child			-			-	-	0.0%
Employee & Spouse (or Partner)			-			-	-	0.0%
Family			-			-	-	0.0%
Employee Cost Sharing Contribution (enter as negative -)							-	0.0%
Subtotal	0		-	0		-	-	0.0%
GRAND TOTAL	10		136,785.00	12.00		110,487.00	26,298.00	23.8%

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

No

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

No

**Hanover Township FD No. 3
Morris**

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2023	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Belott, Michael	79.02125	\$ 15,000.00	X		
Bender, Lee	0.0625	\$ 9.50		X	
Bergman, Michael	4.25	\$ 741.84		X	
Calabrese, Karen	21.65625	\$ 5,107.41			X
Cobleigh, Julia	4	\$ 672.00		X	
DiGiorgio, Chad	99.4375	\$ 38,427.36			X
Garcia, Jesus	0.125	\$ 18.00		X	
Gilson, Steven	12.5625	\$ 3,405.37	X		
Hark, James	2.65875	\$ 425.40		X	
Harrington, Deanna	1.6875	\$ 324.00		X	
Kruse, Jakob	6	\$ 1,152.00		X	
Kuzemcak, Andrew	10	\$ 1,920.00		X	
Makar, Keith	1.25	\$ 218.19		X	
Martin, Joseph	2	\$ 275.64	X		
Mauro, Michael	3.03125	\$ 606.25		X	
McGuinnes, Conor	51.625	\$ 15,000.00	X		
Continues on next page					
Total liability for accumulated compensated absences at January 1, 2023 (this page only)		\$ 83,302.96			

**Hanover Township FD No. 3
Morris**

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at January 1, 2023	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Perrone, Jessica	3	\$ 588.00		X	
Schultz, James	18.925	\$ 5,636.62			X
Sulpy, David	31.9625	\$ 10,056.09	X		
Ujfalussy, Theodore	17.9375	\$ 4,862.40	X		
Total liability for accumulated compensated absences at January 1, 2023 (all pages)		\$ 104,446.07			

**2024 FIRE DISTRICT BUDGET
FINANCIAL SCHEDULES SECTION**

Instructions:

Input requested information in highlighted boxes only. Information input into yellow boxes will automatically fill throughout the rest of the workbook. Please round to the nearest whole dollar. No pennies.

The Levy Cap worksheets simplify data entry by having the user enter most data on support pages and some from this sheet. By filling in the highlighted cells on this page, each worksheet will reflect the information and automatically calculate the formulas on each individual worksheet.

Name of Fire District:	Hanover Township FD No. 3
County:	Morris
Year:	2024

Levy Cap Calculation Summary	
2023 Adopted Budget - Amount to be Raised by Taxation	\$ 1,572,718.00
Cap Bank Available from 2021 (See Levy Cap Certification)	
Cap Bank Available from 2022 (See Levy Cap Certification)	\$ 1.00
Cap Bank Available from 2023 (See Levy Cap Certification)	\$ 66,321.00
Cap Bank Used from 2021	
Cap Bank Used from 2022	\$ 1.00
Cap Bank Used from 2023	\$ 66,321.00
Changes in Service Provider (+/-)	
DLGS Approved Adjustments	
Cancelled or Unexpended Referendum Amount (Enter as a positive number)	
Assessed Valuation of District for adopted budget	\$ 1,455,703,400.00
New Ratables - Increase in Valuations (New Construction and Additions)	\$ 12,597,000.00
Adopted Fire District Tax Rate (three decimals) per \$100	\$0.109
Projected Tax Rate based upon Proposed Levy	0.124551556

Budget Summary

Hanover Township FD No. 3 Morris

	<i>2024 Proposed Budget</i>	<i>2023 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
REVENUES AND FUND BALANCE UTILIZED				
Total Fund Balance Utilized	171,350.00	302,115.00	(130,765.00)	-43.3%
Total Miscellaneous Anticipated Revenues	6,500.00	6,500.00	-	0.0%
Total Sale of Assets	-	-	-	0.0%
Total Interest on Investments & Deposits	500.00	300.00	200.00	66.7%
Total Other Revenue	705,700.00	676,700.00	29,000.00	4.3%
Total Operating Grant Revenue	-	-	-	0.0%
Total Revenues Offset with Appropriations	<u>32,800.00</u>	<u>72,285.71</u>	<u>(39,485.71)</u>	-54.6%
Total Revenues and Fund Balance Utilized	916,850.00	1,057,900.71	(141,050.71)	-13.3%
Amount to be Raised by Taxation to Support Budget	<u>1,828,791.00</u>	<u>1,572,718.00</u>	<u>256,073.00</u>	16.3%
Total Anticipated Revenues	<u>2,745,641.00</u>	<u>2,630,618.71</u>	<u>115,022.29</u>	4.4%
APPROPRIATIONS				
Total Administration	145,536.00	165,686.00	(20,150.00)	-12.2%
Total Cost of Operations & Maintenance	2,467,305.00	2,232,647.00	234,658.00	10.5%
Total Appropriations Offset with Revenue (must equal Revenues Offset with Appropriations)	32,800.00	72,285.71	(39,485.71)	-54.6%
Total Appropriated Duly Incorporated First Aid/Rescue Squad	-	-	-	0.0%
Total Deferred Charges	-	-	-	0.0%
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	0.0%
Length of Service Award Program (LOSAP) Contribution	-	-	-	0.0%
Total Capital Appropriations	100,000.00	160,000.00	(60,000.00)	-37.5%
Total Principal Payments on Debt Service	-	-	-	0.0%
Total Interest Payments on Debt	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
Total Appropriations	<u>2,745,641.00</u>	<u>2,630,618.71</u>	<u>115,022.29</u>	4.4%
ANTICIPATED SURPLUS (DEFICIT)	<u>-</u>	<u>-</u>	<u>-</u>	0.0%

**Hanover Township FD No. 3
Morris**

	<i>2024 Proposed Budget</i>	<i>2023 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	171,350.00	302,115.00	(130,765.00)	-43.3%
Restricted Fund Balance	-		-	0.0%
Total Fund Balance Utilized	171,350.00	302,115.00	(130,765.00)	-43.3%
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	0.0%
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	0.0%
Emergency Assistance (N.J.S.A. 40A:14-26)			-	0.0%
Municipal Assistance (N.J.S.A. 40A:14-34)			-	0.0%
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	0.0%
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	0.0%
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	0.0%
Rental Income	6,500.00	6,500.00	-	0.0%
Total Miscellaneous Anticipated Revenues	6,500.00	6,500.00	-	0.0%
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	0.0%
Asset #2			-	0.0%
Asset #3			-	0.0%
Asset #4			-	0.0%
Total Sale of Assets	-	-	-	0.0%
<i>Interest on Investments & Deposits (List Accounts Separately)</i>				
Investment Account #1	500.00	300.00	200.00	66.7%
Investment Account #2			-	0.0%
Investment Account #3			-	0.0%
Investment Account #4			-	0.0%
Total Interest on Investments & Deposits	500.00	300.00	200.00	66.7%
<i>Other Revenue (List in Detail)</i>				
EMS Services	650,000.00	620,000.00	30,000.00	4.8%
Local Registration Fees	35,000.00	35,000.00	-	0.0%
Fire Alarm and Standby Fees	8,500.00	9,500.00	(1,000.00)	-10.5%
Miscellaneous	12,200.00	12,200.00	-	0.0%
Total Other Revenue	705,700.00	676,700.00	29,000.00	4.3%
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)			-	0.0%
Other Grant #1			-	0.0%
Other Grant #2			-	0.0%
Other Grant #3			-	0.0%
Other Grant #4			-	0.0%
Other Grant #5			-	0.0%
Total Operating Grant Revenue	-	-	-	0.0%
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	0.0%
Annual Registration Fees	32,800.00	32,800.00	-	0.0%
Penalties and Fines			-	0.0%
Other Revenues			-	0.0%
Total Uniform Fire Safety Act	32,800.00	32,800.00	-	0.0%
<u>Other Revenues Offset with Appropriations (List)</u>				
FEMA Assistance Firefighters Grant		39,485.71	(39,485.71)	-100.0%
Other Offset Revenues #2			-	0.0%
Other Offset Revenues #3			-	0.0%
Other Offset Revenues #4			-	0.0%
Total Other Revenues Offset with Appropriations	-	39,485.71	(39,485.71)	-100.0%
Total Revenues Offset with Appropriations	32,800.00	72,285.71	(39,485.71)	-54.6%
TOTAL REVENUES AND FUND BALANCE UTILIZED	916,850.00	1,057,900.71	(141,050.71)	-13.3%

			-	0.0%
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			-	0.0%
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**Hanover Township FD No. 3
Morris**

	<u>2024 Proposed Budget</u>	<u>2023 Adopted Budget</u>	<u>\$ Increase (Decrease) Proposed vs. Adopted</u>	<u>% Increase (Decrease) Proposed vs. Adopted</u>
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	100,077.00	120,381.00	(20,304.00)	-16.9%
Commissioners	12,500.00	12,500.00	-	0.0%
Fringe Benefits	10,759.00	12,955.00	(2,196.00)	-17.0%
Total Administration - Personnel	<u>123,336.00</u>	<u>145,836.00</u>	<u>(22,500.00)</u>	<u>-15.4%</u>
<i>Administration - Other (List)</i>				
Other Administration Expense #1	22,200.00	19,850.00	2,350.00	11.8%
Other Administration Expense #2			-	0.0%
Other Administration Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Administration - Other	<u>22,200.00</u>	<u>19,850.00</u>	<u>2,350.00</u>	<u>11.8%</u>
Total Administration	<u>145,536.00</u>	<u>165,686.00</u>	<u>(20,150.00)</u>	<u>-12.2%</u>
<i>Cost of Operations & Maintenance - Personnel</i>				
Salary & Wages	1,248,947.00	1,119,698.00	129,249.00	11.5%
Fringe Benefits	496,728.00	463,669.00	33,059.00	7.1%
Total Operations & Maintenance - Personnel	<u>1,745,675.00</u>	<u>1,583,367.00</u>	<u>162,308.00</u>	<u>10.3%</u>
<i>Cost of Operations & Maintenance - Other (List)</i>				
Other Operations & Maintenance Expense #1	645,830.00	649,280.00	(3,450.00)	-0.5%
Other Operations & Maintenance Expense (Tax Levy Referendum)	75,800.00		75,800.00	100.0%
Other Operations & Maintenance Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Operations & Maintenance - Other	<u>721,630.00</u>	<u>649,280.00</u>	<u>72,350.00</u>	<u>11.1%</u>
Total Operations & Maintenance	<u>2,467,305.00</u>	<u>2,232,647.00</u>	<u>234,658.00</u>	<u>10.5%</u>
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	32,800.00	32,800.00	-	0.0%
Fringe Benefits	-		-	0.0%
Total Appropriations Offset with Revenue - Personnel	<u>32,800.00</u>	<u>32,800.00</u>	<u>-</u>	<u>0.0%</u>
<i>Appropriations Offset with Revenue - Other (List)</i>				
Fire Hoses		39,485.71	(39,485.71)	-100.0%
Other Expense #2			-	0.0%
Other Expense #3			-	0.0%
Contingent Expenses			-	0.0%
Other Assets, Non-Bondable #1			-	0.0%
Other Assets, Non-Bondable #2			-	0.0%
Other Assets, Non-Bondable #3			-	0.0%
Total Appropriations Offset with Revenue - Other	<u>-</u>	<u>39,485.71</u>	<u>(39,485.71)</u>	<u>-100.0%</u>
Total Appropriations Offset with Revenue	<u>32,800.00</u>	<u>72,285.71</u>	<u>(39,485.71)</u>	<u>-54.6%</u>
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	0.0%
Equipment			-	0.0%
Materials & Supplies			-	0.0%
Total Duly Incorporated First Aid/Rescue Squad Associations	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<i>Emergency Appropriations & Deferred Charges (List)</i>				
Emergency Appropriation #1			-	0.0%
Emergency Appropriation #2			-	0.0%
Emergency Appropriation #3			-	0.0%
Deferred Charge #1 (cite statute)			-	0.0%
Deferred Charge #2 (cite statute)			-	0.0%
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	0.0%
Total Deferred Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	0.0%
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)			-	0.0%
Total Capital Appropriations	100,000.00	160,000.00	(60,000.00)	-37.5%
Total Principal Payments on Debt Service	-		-	0.0%
Total Interest Payments on Debt	-		-	0.0%
TOTAL APPROPRIATIONS	<u><u>2,745,641.00</u></u>	<u><u>2,630,618.71</u></u>	<u><u>115,022.29</u></u>	<u><u>4.4%</u></u>

FIRE DISTRICT PROPOSED APPROPRIATIONS

APPROPRIATION DETAIL PAGE

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-3 Appropriations (Proposed)"

<i>Line Item:</i>	<i>Proposed 2024 Amount</i>	<i>Adopted 2023 Amount</i>	<i>\$ Change Proposed vs. Adopted</i>	<i>% Change Proposed vs. Adopted</i>
Other Op & Maint. Expense #1			-	0.0%
Workers Comp (Based on being put	170,000.00	130,000.00	40,000.00	30.8%
Pay Per Call	15,000.00	15,000.00	-	0.0%
FSA & EAP	3,500.00	3,500.00	-	0.0%
Accident/Sickness (Anticipated incre	16,500.00	15,000.00	1,500.00	10.0%
HRA	5,000.00	5,000.00	-	0.0%
Bank Fees	100.00	100.00	-	0.0%
Conf/Conventions (To send staff to	1,500.00	1,000.00	500.00	50.0%
Accounting	17,500.00	16,500.00	1,000.00	6.1%
Legal Expenses	14,500.00	14,500.00	-	0.0%
Payroll Expenses (Anticipated expans	5,000.00	4,500.00	500.00	11.1%
EMS Billing	39,530.00	39,530.00	-	0.0%
Building - Security Syetems	3,500.00	3,500.00	-	0.0%
Travel (To send staff to essential cor	1,000.00	750.00	250.00	33.3%
Postage (Initiative to collect past inv	1,500.00	1,100.00	400.00	36.4%
Computer Support	7,500.00	7,500.00	-	0.0%
Water Cooler	1,900.00	1,750.00	150.00	8.6%
Lot Rental	500.00	500.00	-	0.0%
County Dispatch	23,500.00	23,500.00	-	0.0%
Medical Director	12,000.00	12,000.00	-	0.0%
Building - Gas/Electric	18,500.00	17,000.00	1,500.00	8.8%
Building - Water/Sewerage (Reflects	2,500.00	1,600.00	900.00	56.3%
Building - Property Insurance	37,000.00	34,000.00	3,000.00	8.8%
Building - Telephone/Data (Reflects	6,500.00	5,000.00	1,500.00	30.0%
Building - Landscape/Snow (anticipa	5,500.00	5,000.00	500.00	10.0%
Building - General Repairs (much ne	15,000.00	25,500.00	(10,500.00)	-41.2%
Building - Outside Professionals (Ma	15,000.00	40,000.00	(25,000.00)	-62.5%
Building - HVAC	5,000.00	5,000.00	-	0.0%
Building - Station Generator	4,500.00	4,500.00	-	0.0%
Building - Fire Alarm System	650.00	650.00	-	0.0%
Building - Cable/VOIP	6,000.00	6,000.00	-	0.0%
Building - Vehicle Exhaust System Re	2,500.00	2,500.00	-	0.0%
Vehicle Insurance	25,500.00	24,000.00	1,500.00	6.3%
Vehicle Maintenance - Ambulances	10,000.00	10,000.00	-	0.0%
Vehicle Maintenance - Cars	5,000.00	5,000.00	-	0.0%
			-	0.0%

FIRE DISTRICT PROPOSED APPROPRIATIONS

APPROPRIATION DETAIL PAGE

Hanover Township FD No. 3

FISCAL YEAR: January 1, 2024 to December 31, 2024

Use the space below to provide further detail of any Appropriations listed on "F-3 Appropriations (Proposed)"

Line Item:	Proposed 2024 Amount	Adopted 2023 Amount	\$ Change Proposed vs. Adopted	% Change Proposed vs. Adopted
Other Op & Maint. Expense #1 (Cont'd)			-	0.0%
Vehicle Maintenance - Ladder Truck (Ladder has been removed)		20,000.00	(20,000.00)	-100.0%
Vehicle Maintenance - Pumpers	13,000.00	13,000.00	-	0.0%
All Small Engines	500.00	500.00	-	0.0%
Equipment Maintenance - PPE (Older)	1,000.00	750.00	250.00	33.3%
Oxygen	500.00	500.00	-	0.0%
Equipment Maintenance - Radios/Pagers	500.00	500.00	-	0.0%
Equipment Maintenance - Batteries	1,000.00	1,000.00	-	0.0%
Equipment Maintenance - SCBA	1,500.00	1,500.00	-	0.0%
Equipment Maintenance - Ground Ladders	1,300.00	1,200.00	100.00	8.3%
Equipment Maint. - Air Monitoring Equipment	750.00	750.00	-	0.0%
Equipment Maint. - Misc. Hydraulic	1,000.00	1,000.00	-	0.0%
Misc Maintenance Supplies	500.00	500.00	-	0.0%
Equipment Maintenance - Fuel	22,000.00	22,000.00	-	0.0%
Extinguisher Maint	750.00	750.00	-	0.0%
Equipment Maintenance - TIC	750.00	750.00	-	0.0%
Maintenance - Other (anticipated in 2024)	1,500.00	1,000.00	500.00	50.0%
Medical Supplies	18,000.00	18,000.00	-	0.0%
Equipment Maint. - Hose Testing/Repair	2,500.00	2,500.00	-	0.0%
Uniforms	9,000.00	8,500.00	500.00	5.9%
Training - Classes & Supplies	9,200.00	9,200.00	-	0.0%
Physicals - New Member (Reflects in 2024)	5,500.00	5,000.00	500.00	10.0%
Physicals - Annual	17,000.00	17,000.00	-	0.0%
Physicals - Immunizations (Vast reduction)	500.00	750.00	(250.00)	-33.3%
Association Membership (Anticipated in 2024)	1,500.00	1,250.00	250.00	20.0%
Admin Code/Statutes	200.00	200.00	-	0.0%
Trade Journals	100.00	100.00	-	0.0%
Other Subscriptions	100.00	100.00	-	0.0%
Penn Care/EMS Charts/ERS/Power Logs	18,000.00	16,500.00	1,500.00	9.1%
Non-Bondable Equipment (radio, pagers)	9,000.00	9,000.00	-	0.0%
Non-Bondable Equipment (PPE)	7,500.00	7,500.00	-	0.0%
Non-Bondable Equipment (SCBA Cylinders) (part of capital see F-3)		4,000.00	(4,000.00)	-100.0%
Non-Bondable Equipment (computer)	2,500.00	3,000.00	(500.00)	-16.7%
			-	0.0%
			-	0.0%
Other Op & Maint. Expense #1	645,830.00	649,280.00	(3,450.00)	-0.5%

Hanover Township FD No. 3

Morris

2024 Proposed

<i>Administrative Positions Excluding Commissioners (List Individually)</i>	<i>Number of Staff</i>	<i>Annual Wages</i>	<i>2024 Proposed Budget Salary & Wages</i>	<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>2024 Proposed Budget Fringe Benefits</i>
Administrator	1.00	\$ 49,361.00	\$ 49,361.00				\$ 10,759.00	\$ 10,759.00
Deputy Administrator	1.00	\$ 27,183.00	\$ 27,183.00					\$ -
Bookkeeper	1.00	\$ 23,533.00	\$ 23,533.00					\$ -
Position #4			\$ -					\$ -
Position #5			\$ -					\$ -
Position #6			\$ -					\$ -
Position #7			\$ -					\$ -
Position #8			\$ -					\$ -
Total Administration	3.00		\$ 100,077.00	\$ -	\$ -	\$ -	\$ 10,759.00	\$ 10,759.00

<i>Operation & Maintenance Positions (List Individually)</i>	<i>Number of Staff</i>	<i>Annual Wages</i>	<i>2024 Proposed Budget Salary & Wages</i>	<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>2024 Proposed Budget Fringe Benefits</i>
Fire Chief	1.00	\$ 120,000.00	\$ 120,000.00		\$ 28,910.00		\$ 12,902.00	\$ 41,812.00
Fire Lieutenants	2.00	\$ 105,849.00	\$ 211,698.00		\$ 51,001.00	\$ 30,473.00	\$ 22,761.00	\$ 104,235.00
Lieutenant/Fire Official	1.00	\$ 85,655.00	\$ 85,655.00		\$ 28,538.00	\$ 20,164.00	\$ 12,736.00	\$ 61,438.00
Fire Fighter/Inspector/EMT	2.00	\$ 96,379.00	\$ 192,758.00		\$ 44,993.00	\$ 32,940.00	\$ 20,725.00	\$ 98,658.00
Fire Fighter/EMT	4.00	\$ 45,868.25	\$ 183,473.00		\$ 45,406.00	\$ 38,114.00	\$ 20,264.00	\$ 103,784.00
FT EMT	2.00	\$ 56,000.50	\$ 112,001.00	\$ 14,989.00		\$ 15,094.00	\$ 12,042.00	\$ 42,125.00
PT EMT	16.00	\$ 13,785.13	\$ 220,562.00				\$ 38,746.00	\$ 38,746.00
Overtime/Stand By/Holiday/Accrued Sick	1.00	\$ 60,000.00	\$ 60,000.00				\$ 5,930.00	\$ 5,930.00
PD/PT Firefighters & EMTs (Tax Levy Referendum)	1.00	\$ 62,800.00	\$ 62,800.00					\$ -
Position #10			\$ -					\$ -
Position #11			\$ -					\$ -
Position #12			\$ -					\$ -
Position #13			\$ -					\$ -
Position #14			\$ -					\$ -
Total Operation & Maintenance	30.00		\$ 1,248,947.00	\$ 14,989.00	\$ 198,848.00	\$ 136,785.00	\$ 146,106.00	\$ 496,728.00

<i>Salary Offset by Revenue Positions (List Individually)</i>	<i>Number of Staff</i>	<i>Annual Wages</i>	<i>2024 Proposed Budget Salary & Wages</i>	<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>2024 Proposed Budget Fringe Benefits</i>
Fire official	1.00	\$ 32,800.00	\$ 32,800.00					\$ -
Position #2			\$ -					\$ -
Position #3			\$ -					\$ -
Position #4			\$ -					\$ -
Position #5			\$ -					\$ -
Position #6			\$ -					\$ -
Position #7			\$ -					\$ -
Position #8			\$ -					\$ -
Total Offset by Revenue	1.00		\$ 32,800.00	\$ -	\$ -	\$ -	\$ -	\$ -

Total Administration, Operations & Offset by Revenue	34.00		\$ 1,381,824.00	\$ 14,989.00	\$ 198,848.00	\$ 136,785.00	\$ 156,865.00	\$ 507,487.00
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**Hanover Township FD No. 3
Morris**

CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Time of General Election February or November</i>	<i>Date of Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2024 Proposed Budget</i>	<i>2023 Adopted Budget</i>
Command Vehicle	Equipment	November	12/15/22			\$ 60,000.00
SBA Cylinders (PPE)	Equipment	November	12/07/23		\$ 50,200.00	
Computer Equipment	Equipment	November	12/07/23		\$ 15,300.00	
Ambulance	Equipment	November	12/07/23		\$ 34,500.00	
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Capital Improvements					\$ 100,000.00	\$ 60,000.00

DOWN PAYMENTS/CAPITAL FINANCED IMPROVEMENTS (N.J.S.A. 40A:14-85)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2024 Proposed Budget</i>	<i>2023 Adopted Budget</i>
Capital Improvement #1						
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Down Payments					\$ -	\$ -
Total Capital Improvements & Down Payments					\$ 100,000.00	\$ 60,000.00
RESERVE FOR FUTURE CAPITAL OUTLAYS						\$ 100,000.00
TOTAL CAPITAL APPROPRIATIONS					\$ 100,000.00	\$ 160,000.00

Capital Appropriations Offset with Restricted Fund		
Capital Appropriations Offset with Grants		
Capital Appropriations Offset with Unrestricted Fund	\$ 100,000.00	\$ 60,000.00

Hanover Township FD No. 3
Morris

	Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year	2024	2025	2026	2027	2028	2029	Thereafter	Total Principal Outstanding
				2023								
<i>General Obligation Bonds</i>												
General Obligation Bond #1												\$ -
General Obligation Bond #2												\$ -
General Obligation Bond #3												\$ -
General Obligation Bond #4												\$ -
Total Principal - General Obligation Bonds				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Bond Anticipation Notes</i>												
BAN #1												-
BAN #2												-
BAN #3												-
BAN #4												-
Total Principal - BANs				-	-	-	-	-	-	-	-	-
<i>Capital Leases</i>												
Capital Lease #1												
Capital Lease #2												
Capital Lease #3												
Capital Lease #4												
Total Principal - Capital Leases												
<i>Intergovernmental Loans</i>												
Intergovernmental #1												
Intergovernmental #2												
Intergovernmental #3												
Intergovernmental #4												
Total Principal - Intergovernmental Loans												
<i>Other Bonds or Notes Payable</i>												
Other Bonds or Notes #1												
Other Bonds or Notes #2												
Other Bonds or Notes #3												
Other Bonds or Notes #4												
Total Principal - Other Bonds or Notes												
TOTAL PRINCIPAL ALL OBLIGATIONS												

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund		
Capital Appropriations Offset with Grants		
Capital Appropriations Offset with Unrestricted Fund		

**Hanover Township FD No. 3
Morris**

	Current Year 2023	2024	2025	2026	2027	2028	2029	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>									
General Obligation Bond #1									
General Obligation Bond #2									
General Obligation Bond #3									
General Obligation Bond #4									
Total Interest - General Obligation Bonds									
<i>Bond Anticipation Notes</i>									
BAN #1									
BAN #2									
BAN #3									
BAN #4									
Total Interest Payments - BANs									
<i>Capital Leases</i>									
Capital Lease #1									
Capital Lease #2									
Capital Lease #3									
Capital Lease #4									
Total Interest Payments - Capital Leases									
<i>Intergovernmental Loans</i>									
Intergovernmental #1									
Intergovernmental #2									
Intergovernmental #3									
Intergovernmental #4									
Total Interest Payments - Intergovernmental									
<i>Other Bonds or Notes Payable</i>									
Other Bonds or Notes #1									
Other Bonds or Notes #2									
Other Bonds or Notes #3									
Other Bonds or Notes #4									
Total Interest Payments - Other Bonds or Notes									
TOTAL INTEREST ALL OBLIGATIONS									

*Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet.
Enter the interest payment due for each year indicated and thereafter until maturity.*

Capital Appropriations Offset with Restricted Fund		
Capital Appropriations Offset with Grants		
Capital Appropriations Offset with Unrestricted Fund		

**Hanover Township FD No. 3
Morris**

UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2023 (1)	\$ (910,109.00)
Plus: Accrued Unfunded Pension Liability (1)	\$ 1,584,796.00
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	
Less: Utilized in 2023 Adopted Budget	\$ 302,115.00
Proposed balance available	\$ 372,572.00
Estimated results of operations for the year ending December 31, 2023	
Anticipated balance December 31, 2023	\$ 372,572.00
Less: Fund Balance utilized in 2024 Proposed Budget	\$ 171,350.00
Proposed balance after utilization in 2024 Proposed Budget	\$ 201,222.00

RESTRICTED FUND BALANCE

Beginning balance January 1, 2023 (1)	
Less: Utilized in 2023 Adopted Budget	\$ -
Proposed balance available	\$ -
Estimated results of operations for the year ending December 31, 2023	
Anticipated balance December 31, 2023	\$ -
Less: Restricted Fund Balance used in 2024 Proposed Budget for Capital Purposes	
Less: Restricted Fund Balance released via Referendum Resolution	\$ -
Proposed balance after utilization in 2024 Proposed Budget	\$ -

(1) This line item must agree to audited financial statements.

**Hanover Township FD No. 3
Morris**

Summary of Referendum Line Items	<i>2024 Proposed Budget Amount Requested</i>	<i>2023 Final Budget</i>
S&W (Enables the District to retain the Per Diem and Part-Time staff hired in the latter part of 2023, catering to the surge in emergency service demands. This approach enhances emergency service delivery while circumventing the expenses related to full-time hires and their associated costs and benefits.)	\$ 62,800.00	
Operation and Maintenance (see F-3 Detail 3) (Enhanced training, replace older PPE & uniforms, maintenance/repair of aging facilities, equipment & apparatus, IT software upgrades, expand incentive program to enhance volunteer membership).	\$ 75,800.00	
Total Referendum Line Items	\$ 138,600.00	\$ -

Tax Levy Requested minus Maximum Allowable Levy \$ -
 As this page is adjusted this amount changes, should = \$0
 (For Reference Purposes Only - from Levy Cap Summary based on
 Information provided by the district- see instructions.)

Summary of Release of Restricted Fund Balance Referendum Line Items	<i>2024 Proposed Budget Amount Requested</i>	<i>2023 Final Budget</i>
Total Release of Restricted Fund Balance	\$ -	\$ -

**Hanover Township FD No. 3
Morris**

LEVY CAP CALCULATION

Prior Year Amount to be Raised by Taxation for Fire District Purposes	1,572,718.00
Changes in Service Provider (+/-)	-
DLGS Approved Adjustments	-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation	1,572,718.00
Plus: 2% Cap Increase	31,454.36
ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS	1,604,172.36

Exclusions

Shared Service Exclusion	-
Change in Total Debt Service Appropriation	-
Allowable Pension Increases	-
Allowable Increase in Health Care Costs	5,966.30
Changes in LOSAP Contributions (+/-)	-
Extraordinary Costs due to a "Declared" Emergency	-
Net Capital Improvement Fund and/or Down Payment on Improvements	-
Total Exclusions	5,966.30

Less: Cancelled or Unexpended Referendum Amounts	-
Increase in Ratable Valuation (New Construction/Additions)	12,597,000.00
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.109
	13,730.73

ADJUSTED TAX LEVY

Amount Utilized from Levy Cap Bank from 2021	-
Amount Utilized from Levy Cap Bank from 2022	1.00
Amount Utilized from Levy Cap Bank from 2023	66,321.00
Maximum Tax Levy Before Referendum	1,690,191.39
Amount Proposed for Levy Cap Referendum	138,600.00
MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION	1,828,791.39

CAP BANK CALCULATION

Amount to be Raised by Taxation	1,828,791.00
Cap Bank Available from Prior Year (2021) for 2024 Budget	-
Cap Bank Available from Prior Year (2022) for 2024 Budget	1.00
Revised Cap Bank from Prior Year (2023) Available for 2024 Budget	-
Cap Bank Available from Prior Year (2023) for 2024 Budget	66,321.00
Revised Cap Bank from Prior Year (2023) Available for 2025 Budget	-
Cap Bank from Current Year (2024) Available for 2025 Budget	(204,921.61)
Cap Bank Available from (2024) for 2025 Budget	-

Hanover Township FD No. 3

Morris

PENSION CONTRIBUTION CALCULATION

2024 Proposed Budget PERS Contribution Appropriated	\$ 14,989.00
2024 Proposed Budget PFRS Contribution Appropriated	\$ 198,848.00
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	\$ -
Net 2024 Base Amount	\$ 213,837.00
2023 Adopted Budget PERS Contribution	\$ 38,225.00
2023 Adopted Budget PFRS Contribution	\$ 187,592.00
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	
Net 2023 Base Amount	\$ 225,817.00
Pension Contribution Exclusion	\$ -

LOSAP CALCULATION

2024 Proposed Budget LOSAP Appropriation	\$ -
2023 Adopted Budget LOSAP Appropriation	\$ -
LOSAP Exclusion (+/-)	\$ -

DEBT SERVICE CALCULATION

2024 Proposed Budget Total Debt Service Appropriation	\$ -
2024 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2024 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	\$ -
2024 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2024 Base Amount	\$ -
2023 Adopted Budget Total Debt Service Appropriation	\$ -
2023 Adopted Budget Debt Service Appropriation Offset from Restricted Fund	\$ -
2023 Adopted Budget Debt Service Appropriation Offset from Grant Fund	\$ -
2023 Adopted Budget Debt Service Appropriation Offset from Unrestricted Fund	\$ -
2023 Base Amount	\$ -
Debt Service Exclusion	\$ -

CAPITAL APPROPRIATION CALCULATION

2024 Proposed Budget Total Capital Appropriation	\$ 100,000.00
2024 Proposed Budget Capital Appropriation Offset from Restricted Fund	\$ -
2024 Proposed Budget Capital Appropriation Offset from Grant Revenue	\$ -
2024 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	\$ 100,000.00
2024 Base Amount	\$ -
2023 Adopted Budget Total Capital Appropriation	\$ 160,000.00
2023 Adopted Budget Capital Appropriation Offset from Restricted Fund	\$ -
2023 Adopted Budget Capital Appropriation Offset from Grant Revenue	\$ -
2023 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	\$ 60,000.00
2023 Base Amount	\$ 100,000.00
Capital Expenditure Exclusion	\$ -

HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2024	7.4%
2024 Proposed Budget Administration Health Insurance Appropriation	\$ -
2024 Proposed Budget Operations & Maintenance Health Insurance Appropriation	\$ 136,785.00
2024 Proposed Budget Group Health Insurance	\$ 136,785.00
2023 Adopted Budget Administration Health Insurance Appropriation	110,487
2023 Adopted Budget Operations & Maintenance Health Insurance Appropriation	
2023 Adopted Budget Group Health Insurance	\$ 110,487.00
Net Increase (Decrease)	\$ 26,298.00
Net Increase Divided by 2023 Amount Budgeted = % Increase	23.80%
SFY 2024 State Health Average 7.4% Less 2% = % Increase Added to Current Levy	5.40%
% Increase less % Increase Exclusion = % Increase Inside Cap	18.40%
% Increase Inside Cap * 2023 Expended = Added Amount Inside Cap	\$ 20,331.70
% Increase Exclusion * 2023 Expended = 2024 Appropriation Added to Levy	\$ 5,966.30
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ 18,121.96
2024 Increase in Appropriation	\$ 26,298.00