

Authority Budget of:
OFFICE COPY
Evesham Municipal Utilities Authority

ADOPTED COPY

JUN 13 2018

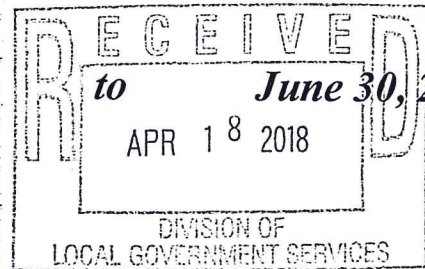
State Filing Year

2018

For the Period:

July 1, 2018

APPROVED COPY



www.eveshammua.com

Authority Web Address



Division of Local Government Services

2019

EVESHAM MUNICIPAL UTILITIES AUTHORITY
AUTHORITY BUDGET

FISCAL YEAR: FROM JULY 1, 2018 TO JUNE 30, 2019

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: Paul D. Cvent CPA, RMA Date: 4/27/2018

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: Paul D. Cvent CPA, RMA Date: 6/15/2018

2019 PREPARER'S CERTIFICATION

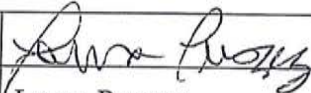
EVESHAM MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

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

Preparer's Signature:			
Name:	Laura Puszczy		
Title:	Director of Finance, Deputy Executive Director		
Address:	100 Sharp Road Marlton, NJ 08053		
Phone Number:	(856) 983-1878	Fax Number:	(856) 983-9145
E-mail address	lpuszczy@eveshammua.com		

2019 APPROVAL CERTIFICATION

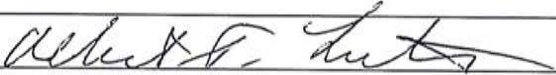
EVESHAM MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Evesham Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 11th day of April, 2018.

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

Officer's Signature:			
Name:	Albert Lutner		
Title:	Secretary		
Address:	100 Sharp Road Marlton, NJ 08053		
Phone Number:	(856) 983-1878	Fax Number:	(856) 983-9145
E-mail address	alutner@eveshammua.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.eveshammua.com
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

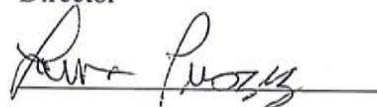
Name of Officer Certifying compliance

Title of Officer Certifying compliance

Signature

Laura Puszc

Director of Finance, Deputy Executive
Director



2019 AUTHORITY BUDGET RESOLUTION
EVESHAM MUNICIPAL UTILITIES AUTHORITY
Resolution 2018-63

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Evesham Municipal Utilities Authority for the fiscal year beginning July 1, 2018 and ending June 30, 2019 has been presented before the governing body of the Evesham Municipal Utilities Authority at its open public meeting of April 11, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 15,324,851, Total Appropriations, including any Accumulated Deficit if any, of \$ 16,074,225 and Total Unrestricted Net Position utilized of 749,374; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$20,252,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,100,000, Renewal and Replacement Reserved planned to be utilized as funding thereof, of \$2,302,000 and Debt Authorizations totaling \$16,850,000; and

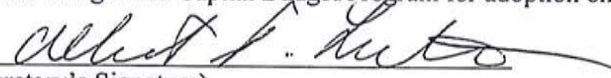
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Evesham Municipal Utilities Authority, at an open public meeting held on April 11, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Evesham Municipal Utilities Authority for the fiscal year beginning, July 1, 2018 and ending, June 30, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Evesham Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 6, 2018.


(Secretary's Signature)

4.11.18
(Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Edward T. Waters	X				
Daniel E. Morton	X				
Albert Lutner	X				
George Tencza	X				
Nancy Jamanow	X				

2019 ADOPTION CERTIFICATION

EVESHAM MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Evesham Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 6th day of June, 2018.

Officer's Signature:			
Name:	Albert Lutner		
Title:	Secretary		
Address:	100 Sharp Road Marlton, NJ 08053		
Phone Number:	(856) 983-1878	Fax Number:	(856) 983-9145
E-mail address	alutner@eveshammua.com		

2019 ADOPTED BUDGET RESOLUTION
Resolution 2018-78
EVESHAM MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Evesham Municipal Utilities Authority for the fiscal year beginning July 1, 2018 and ending, June 30, 2019 has been presented for adoption before the governing body of the Evesham Municipal Utilities Authority at its open public meeting of June 6, 2018; and

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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 15,324,851, Total Appropriations, including any Accumulated Deficit, if any, of \$16,074,225 and Total Unrestricted Net Position utilized of \$749,374; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$20,252,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,100,000, Renewal and Replacement Reserved planned to be utilized as funding thereof, of \$2,302,000 and Debt Authorizations totaling \$16,850,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Evesham Municipal Utilities Authority, at an open public meeting held on June 6, 2018 that the Annual Budget and Capital Budget/Program of the Evesham Municipal Utilities Authority for the fiscal year beginning, July 1, 2018 and, ending, June 30, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

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



(Secretary's Signature)

6.6.18

(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Edward T. Waters	X			
Daniel E. Morton	X			
Albert Lutner	X			
George Tencza	X			
Nancy Jamanow	X			

2019 AUTHORITY BUDGET

Narrative and Information Section

2019 AUTHORITY BUDGET MESSAGE & ANALYSIS

EVESHAM MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

Administration – Education/Training: 16.4% Increase or \$12,000 - The Authority's management believes in investment in employee education and training to enhance their knowledge and skill set to better serve the Authority. It is intended that selected Executive staff will begin to attend two water utility conferences per year.

Cost of Providing Services – Personnel – Salary & Wages: The 11.6% increase is mainly the result of the addition of 4 new positions (2 water laborers, Lab Manager and AR Clerk – totaling \$212,000) and 5 promotions resulting from increased responsibilities (Asset Management and Executive Assistant, Water Supervisor, Collections Supervisor and Assistant Billing Supervisor – approximately \$47,000).

Cost of Providing Services – Personnel – Fringe Benefits: The 20.5% increase is the result of two specific items. The first is additional costs to provide fringe benefits to the proposed 4 new employees (approximately \$150,000) and an increase in the pension appropriation (approximately \$75,000).

Cost of Providing Services – Other – Vehicle Expenses: The 202.7% increase is mainly attributable to a new expense line for Vehicle Financing. The Authority's long term debt will significantly be reduced in 2019 and the Authority intends to pursue a vehicle financing program to purchase identified vehicles and equipment and to be repaid over a 4 year period. The first year repayment amount is estimated to be \$440,000.

Total Principal Payments on Debt Service – The 67.3% decrease is directly attributed to the Authority's debt for the 2012 Refunding Series achieving final maturity.

Total Interest Payment on Debt – the 33.6% decrease is mainly attributed to the Authority's debt for the 2012 Refunding Series achieving final maturity.

Page N-5: Health insurance benefit costs – the 20.6% increase is mainly attributed to the proposed 4 new employees as well as an increase in health insurance costs for all employees.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

The Authority does not anticipate that the adoption of this budget will cause increases to its water and/or sewer rates. Actually, the proposed budget details a reduced reliance on service charges of about 12.6% due to final maturity of the Authority's debt for the 2012 Refunding series; however, the Authority is proposing future debt to fund many planned capital improvement projects with anticipated new debt service payments commencing in 2021. The Authority will utilize net balance to fund capital projects in the proposed budget year. The Authority will continue to evaluate water/sewer rates for future needs.

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

The local/regional economy is stable and has no real impact on the annual budget.

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

The Authority is utilizing its unrestricted net position to provide funding for the maximum allowable appropriation to the Township and to fund capital projects.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

The Township annually requests the 5% maximum allowable amount.

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (**Prepare a response to deficits caused by the implementation of GASB 68**)

The Authority did not have a deficit in unrestricted net position at June 30, 2017.

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

No anticipated change to the rate structure for FY 2019.

AUTHORITY CONTACT INFORMATION

2019

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

Name of Authority:	Evesham Municipal Utilities Authority		
Federal ID Number:	21-6008186		
Address:	100 Sharp Road		
City, State, Zip:	Marlton, NJ 08053		
Phone: (ext.)	(856) 983-1878	Fax:	(856) 983-9145

Preparer's Name:	Laura Puszczyk		
Preparer's Address:	100 Sharp Road		
City, State, Zip:	Marlton, NJ 08053		
Phone: (ext.)	(856) 983-1878 X106	Fax:	(856) 983-9145
E-mail:	lpuszczyk@eveshammua.com		

Chief Executive Officer:	Jeffrey Rollins		
Phone: (ext.)	(856) 983-0136 X210	Fax:	(856) 983-9145
E-mail:	jrollins@eveshammua.com		

Chief Financial Officer:	Laura Puszczyk		
Phone: (ext.)	(856) 983-1878 X106	Fax:	(856) 983-9145
E-mail:	lpuszczyk@eveshammua.com		

Name of Auditor:	Kirk N. Applegate		
Name of Firm:	Bowman & Company LLP		
Address:	601 White Horse Road		
City, State, Zip:	Voorhees, NJ 08043		
Phone: (ext.)	(856) 435-6200	Fax:	(856) 435-0440
E-mail:	kapplegate@bowmanllp.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

EVESHAM MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in calendar year 2017 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 57
- 2) Provide the amount of total salaries and wages for calendar year 2017 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$3,100,140.23
- 3) Provide the number of regular voting members of the governing body: 5
- 4) Provide the number of alternate voting members of the governing body: 2 (there currently exists one vacant position).
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? NO *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) YES **If "no,"** provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? NO
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? NO
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NO*If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. NO *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all employees. SEE ATTACHED.**
- 11) Did the Authority pay for meals or catering during the current fiscal year? YES *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. SEE ATTACHED*

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? YES *If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed. SEE ATTACHED*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel NO
 - b. Travel for companions NO
 - c. Tax indemnification and gross-up payments NO
 - d. Discretionary spending account NO
 - e. Housing allowance or residence for personal use NO
 - f. Payments for business use of personal residence NO
 - g. Vehicle/auto allowance or vehicle for personal use NO
 - h. Health or social club dues or initiation fees NO
 - i. Personal services (i.e.: maid, chauffeur, chef) NO
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? YES *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? NO *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? NO *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? YES *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? NO *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

EVESHAM MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

PAGE N-3, QUESTION #10

PROCESS FOR DETERMINING COMPENSATION

The Authority has a Salary Administration Plan, which is reviewed annually by the Executive Director and the Assistance Executive Director of Business. The job positions are compared to similar positions using the American Water Works Association (AWWA) salary survey, similar positions in similarly sized entities using DataUniverse, and comparison of similar positions to those listed in the Occupational Employment Statistics-Bureau of Labor Statistics. In addition, semi-annual employment reviews are conducted by supervisors and management and employees' performance is considered in the salary increase process. The Salary Administration Plan includes minimum, mid-point and maximum salary levels for each position and those ranges are adjusted on an annual basis using one-half of the Consumer Price Index for all Urban Consumers in the Philadelphia-Wilmington-Atlantic City region.

Once the Salary Administration Plan has been updated, the Personnel Committee reviews the plan with the Executive Director and ultimately approves the plan for the upcoming fiscal year after all recommended adjustments have been performed.

The Authority does bring in an independent consultant every 4-5 years to review the Salary Administration Plan and make recommendations/adjustments based on their independent study and research. The Authority last utilized an independent consultant in 2015-16 budget year.

<u>PO #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Employee or Member Name</u>
39873	NJWEA	WEFTEC Luncheon - 10/2/17	\$ 245.00	J. Rollins; R. Lender, G. Tencza, D. Morton, W. Simpson
39909	Jeffrey Rollins	Farewell luncheon - former chairman	\$ 68.29	J. Rollins; E. Waters; J. Fisicaro
40359	R. Lender	WEFTEC Conference - 10/1/17 - 10/5/17 - Breakfast	\$ 16.78	R. Lender
40359	R. Lender	WEFTEC Conference - 10/1/17 - 10/5/17 - Breakfast	\$ 96.29	R. Lender; D. Morton; G. Tencza; J. Rollins
40359	R. Lender	WEFTEC Conference - 10/1/17 - 10/5/17 - Lunch	\$ 27.17	R. Lender; J. Rollins; G. Tencza
40359	R. Lender	WEFTEC Conference - 10/1/17 - 10/5/17 - Lunch	\$ 30.00	R. Lender; D. Morton; G. Tencza
40504	Jeffrey Rollins	WEFTEC Conference - 10/1/17 - 10/5/17 - Breakfast	\$ 52.17	J. Rollins; D. Morton; G. Tencza
40504	Jeffrey Rollins	WEFTEC Conference - 10/1/17 - 10/5/17 - Breakfast	\$ 113.17	J. Rollins; D. Morton; G. Tencza; R. Lender
40504	Jeffrey Rollins	WEFTEC Conference - 10/1/17 - 10/5/17 - Lunch	\$ 53.52	R. Lender; D. Morton; G. Tencza; J. Rollins
40504	Jeffrey Rollins	WEFTEC Conference - 10/1/17 - 10/5/17 - Dinner	\$ 295.90	R. Lender; D. Morton; G. Tencza; J. Rollins
40922	Jeffrey Rollins	AWWA Conference - 10/29/17 - 11/1/17 - Breakfast	\$ 41.72	J. Rollins
40922	Jeffrey Rollins	AWWA Conference - 10/29/17 - 11/1/17 - Lunch	\$ 24.38	J. Rollins
40922	Jeffrey Rollins	AWWA Conference - 10/29/17 - 11/1/17 - Dinner	\$ 62.03	J. Rollins
			\$ 1,126.42	

\$ 2,252.84

Evesham Municipal Utilities Authority
Travel Expenses FY 18
Page N-3 Attachment # 12

<u>PO #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>	<u>Employee or Member Name</u>
39908	Jeffrey Rollins	Airfare - WEFTEC Conference 10/1/17 - 10/5/17	\$ 1,018.20	J. Rollins; D. Morton; G. Tencza
39981	Robert Lender	Airfare - WEFTEC Conference 10/1/17 - 10/5/17	\$ 339.40	R. Lender
40359	Robert Lender	Baggage Check in - WEFTEC Conference 10/1/17 - 10/5/17	\$ 50.00	R. Lender
40504	Jeffrey Rollins	Hotel - WEFTEC Conference 10/1/17 - 10/5/17	\$ 4,790.08	J. Rollins; D. Morton; G. Tencza; R. Lender
40504	Jeffrey Rollins	Ground Transfers - WEFTEC Conference 10/1/17 - 10/5/18	\$ 476.00	J. Rollins; D. Morton; G. Tencza; R. Lender
40504	Jeffrey Rollins	Baggage Check in - WEFTEC Conference 10/1/17 - 10/5/19	\$ 50.00	J. Rollins
40739	P.C. Reimb.	Tolls - AEA Conference - 11/14/17 - 11/15/17	\$ 7.50	J. Rollins
40739	P.C. Reimb.	Parking - AEA Conference - 11/14/17 - 11/15/17	\$ 10.00	R. Lender
40923	Jeffrey Rollins	Hotel - AEA Conference - 11/14/17 - 11/15/17	\$ 819.21	J. Rollins; R. Lender; A. Lutner; G. Tencza
40922	Jeffrey Rollins	Airfare/Baggage - AWWA Conference - 10/29/17 - 11/1/17	\$ 400.84	J. Rollins
40922	Jeffrey Rollins	Hotel - AWWA Conference - 10/29/17 - 11/1/17	\$ 884.52	J. Rollins
40922	Jeffrey Rollins	Parking/Tolls - AWWA Conference - 10/29/17 - 11/1/17	\$ 60.00	J. Rollins
41429	Daniel Morton	AEA Conference - 3/13/18 - 3/14/18 - Hotel	\$ 110.68	D. Morton
41458	Daniel Morton	AEA Conference - 3/13/18 - 3/14/18 - Mileage	\$ 59.95	D. Morton
41457	Byron Druss	AEA Conference - 3/13/18 - 3/14/18 - Hotel & Mileage	\$ 170.63	B. Druss
41459	George Tencza	AEA Conference - 3/13/18 - 3/14/18 - Hotel & Mileage	\$ 181.99	G. Tencza
41472	Robert Lender	AEA Conference - 3/13/18 - 3/14/18 - Hotel	\$ 110.68	R. Lender
41509	P.C. Reimb.	AEA Conference - 3/13/18 - 3/14/18 - Parking/Tolls	\$ 17.50	R. Lender
41483	George Tencza	AWWA Conference - 3/20/18 - 3/23/18 - Mileage	\$ 59.95	G. Tencza
41509	P.C. Reimb.	AWWA Conference - 3/20/18 - 3/23/18 - Tolls/Taxi/Parking	\$ 27.50	R. Lender, G. Tencza, B. Druss, J. Rollins
41540	Robert Lender	AWWA Conference - 3/20/18 - 3/23/18 - Hotel	\$ 123.03	R. Lender
41570	Michael Pizzuti	AWWA Conference - 3/20/18 - 3/23/18 - Hotel	\$ 234.02	M. Pizzuti
			<u>\$ 10,001.68</u>	

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
EVESHAM MUNICIPAL UTILITIES AUTHORITY**

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

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

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions 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 Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (Use the Most Recent W-2 available 2017 or 2018. 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 most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018, the most recent W-2 and 1099 should be used 2017 or 2016 (60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2017 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period July 1, 2018 to Evesham Municipal Utilities Authority June 30, 2019

		Position (Can Check more than 1 Column for each person)		Reportable Compensation from Authority (W-2/ 1099)																	
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities				
1 Edward Waters	Chairman	5	X				N/A	N/A	N/A	N/A	\$ -	None	N/A	N/A	\$ -	\$ -	\$ -				
2 Daniel Morton	Vice Chairman	2	X				N/A	N/A	N/A	N/A	0	None	N/A	N/A	\$ -	\$ -	0				
3 Albert Lutner	Secretary	2	X				N/A	N/A	N/A	N/A	0	None	N/A	N/A	\$ -	\$ -	0				
4 George Tencza	Asst. Secretary	2	X				N/A	N/A	N/A	N/A	0	None	N/A	N/A	\$ -	\$ -	0				
5 Nancy Jamanow	Commissioner	2	X				N/A	N/A	N/A	N/A	0	None	N/A	N/A	\$ -	\$ -	0				
6 Byron Druss	Alternate Member	2	X				N/A	N/A	N/A	N/A	0	Evesham Township	Director, Community Development	40	\$ 144,000	\$ 32,315	176,315				
7 Jeffrey Rollins	Executive Director	40		X	X		128,929	N/A	5,239	35,900	170,068	None	None	N/A	\$ -	\$ -	0				
8 Robert Lender	Deputy ED of Operations	40		X	X		123,925	N/A	5,858	15,425	145,208	None	None	N/A	0	0	170,068				
9 Laura Puszcz	Deputy ED of Finance	40		X	X		118,712	N/A	3,986	35,900	158,598	None	None	N/A	0	0	145,208				
10 Frank Locantore	Asst ED of Personnel	40		X	X		106,015	N/A	2,996	N/A	109,011	None	None	N/A	0	0	158,598				
11											0				0	0	109,011				
12											0						0				
13											0						0				
14											0						0				
15											0						0				
Total:							\$ 477,581	\$ -	\$ 18,079	\$ 87,225	\$ 582,885				\$ 144,000	\$ 32,315	\$ 759,200				

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

	# 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 Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	17	\$ 30,850	\$ 524,450	16	\$ 27,846	\$ 445,536	\$ 78,914	17.7%
Parent & Child	4	33,800	135,200	4	30,307	121,228	13,972	11.5%
Employee & Spouse (or Partner)	9	33,800	304,200	9	30,307	272,763	31,437	11.5%
Family	18	35,900	646,200	17	32,585	553,945	92,255	16.7%
Employee Cost Sharing Contribution (enter as negative -)			(200,050)			(185,972)	(14,078)	7.6%
Subtotal	48		1,410,000	46		1,207,500	202,500	16.8%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	2	32,850	65,700	2	27,846	55,692	10,008	18.0%
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)	2	35,800	71,600	1	30,307	30,307	41,293	136.2%
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)			(12,300)			(20,999)	8,699	-41.4%
Subtotal	4		125,000	3		65,000	60,000	92.3%
GRAND TOTAL	52		\$ 1,535,000	49		\$ 1,272,500	\$ 262,500	20.6%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

No	Yes or No
No	Yes or No

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

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

X Box if Authority has no Compensated Absences

*Legal Basis for Benefit
(check applicable items)*

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Acker, Kevin	12	\$ 3,251	X		
Arlotta, Thomas	46	9,621	X		
Bock, Richard	52	13,836	X		
Booth, Jeffrey	50	15,761		X	
Bracchi, Christopher	34	7,922	X		
Bunting, Tyler	51	15,000		X	
Costello, Edward	42	9,670	X		
Clauss, Joseph	17	3,129	X		
Daniels, Susan	143	18,347		X	
DeAnnuntis, Steven	29	7,040	X		
Desantis, David	38	6,977	X		
Shannon, Leslie	42	7,026		X	
Foley, Richard J.	46	8,974		X	
Gardina, Craig	30	6,223	X		
Total liability for accumulated compensated absences at beginning of current year		\$ 132,777			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Accumulated Liability for Compensated Absences

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

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

X Box if Authority has no Compensated Absences

Legal Basis for Benefit
(check applicable items)

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Goodman, Riley	12	\$ 2,945	X		
Gravinese, Kevin	136	21,588	X		
Grobelny, Nathan	43	11,297	X		
Cutler, Virginia	8	1,134		X	
Harrison, Allen	118	20,341	X		
Hemple, Daniel	48	12,785	X		
Higgins, James	4	1,351		X	
Krimmel, Christine	43	7,414		X	
Lebak, Allan	49	16,670		X	
Lender, Robert	90	21,812			X
Locantore, Frank	51	20,034			X
Lowden, Thaddeus	52	13,978	X		
Lucas, Scott	61	15,000		X	
Lynch, James	25	6,800	X		
Total liability for accumulated compensated absences at beginning of current year		\$ 173,149			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Accumulated Liability for Compensated Absences

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

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

X Box if Authority has no Compensated Absences

Legal Basis for Benefit
(check applicable items)

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Mecham, Chad	7	\$ 1,762	X		
Miller, Ryan	12	1,848	X		
Carlino, Nancy	115	22,369		X	
Moyer, Craig	44	11,839	X		
Mullen, Michael	100	20,908		X	
Navarra, Daniel	28	5,130	X		
Olivo, Laura	42	8,727		X	
Pizzuti, Michael	61	18,138		X	
Porto, Matthew	28	4,359	X		
Puszcz, Laura	54	18,089			X
Rollins, Jeffrey	84	23,087			X
Rubin, Faye	9	2,519		X	
Rushen, Eric	39	6,242		X	
Sayers, William	15	3,908	X		
Total liability for accumulated compensated absences at beginning of current year		\$ 148,925			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Accumulated Liability for Compensated Absences

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

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

X Box if Authority has no Compensated Absences

Legal Basis for Benefit
(check applicable items)

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
Scialabbo, Joseph	6	1,406	X		
Vandenberg, Christopher	38	6,272		x	
Veith, Robert	30	5,552	x		
Vendick, Michael	35	8,336	x		
Viviani, Ryan	48	11,351	x		
Williamson, Charles	35	9,315	x		
Zukovsky, Michael	58	11,987		x	
Total liability for accumulated compensated absences at beginning of current year		\$ 54,219			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Evesham M.U.A.	Township of Evesham	Use of Fueling Station	Township pays its own fuel costs	1/1/2009	12/31/2028	\$ -
Evesham M.U.A.	Evesham Twp. Board of Education	Use of Fueling Station	Board of Educ. pays its own fuel costs	4/5/2016	4/5/2021	\$ -
Evesham M.U.A.	Township of Evesham	Evesham M.U.A. provides labor and equipment maintenance for electrical, limited plumbing, road maintenance, leaf collection. Twp. Provides water/sewer infrastructure repair/maintenance as needed	Each entity provides and bills services on an as needed basis	7/1/2015	6/30/2018	\$ -
Township of Evesham	Evesham M.U.A.	Use of Street Sweeper	Evesham M.U.A. owns (paid \$250,124.00)- Township operates for both entities	3/25/2015	End of asset life	\$ 250,124
Evesham Fire District	Evesham M.U.A.	Safety/Emergency services related training	Evesham MUA reimburses Fire District for Labor and Material costs for safety/emergency services training	10/15/2017	10/14/2018	\$ -

If No Shared Services X this Box

2019 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	All Operations	All Operations
REVENUES									
Total Operating Revenues	\$ 5,058,890	\$ 9,272,961	\$ -	\$ -	\$ -	\$ -	\$ 14,331,851	\$ 16,367,962	\$ (2,036,111) -12.4%
Total Non-Operating Revenues	825,000	168,000	-	-	-	-	993,000	1,018,000	(25,000) -2.5%
Total Anticipated Revenues	5,883,890	9,440,961	-	-	-	-	15,324,851	17,385,962	(2,061,111) -11.9%
APPROPRIATIONS									
Total Administration	844,380	898,880	-	-	-	-	1,743,260	1,687,900	55,360 3.3%
Total Cost of Providing Services	4,981,550	6,660,300	-	-	-	-	11,641,850	10,288,650	1,353,200 13.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	54,640	1,547,736	-	-	-	-	1,602,376	4,901,546	(3,299,170) -67.3%
Total Operating Appropriations	5,880,570	9,106,916	-	-	-	-	14,987,486	16,878,096	(1,890,610) -11.2%
Total Interest Payments on Debt	3,320	334,045	-	-	-	-	337,365	507,866	(170,501) -33.6%
Total Other Non-Operating Appropriations	294,028	455,346	-	-	-	-	749,374	823,393	(74,019) -9.0%
Total Non-Operating Appropriations	297,348	789,391	-	-	-	-	1,086,739	1,331,259	(244,520) -18.4%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	6,177,918	9,896,307	-	-	-	-	16,074,225	18,209,355	(2,135,130) -11.7%
Less: Total Unrestricted Net Position Utilized	294,028	455,346	-	-	-	-	749,374	823,393	(74,019) -9.0%
Net Total Appropriations	5,883,890	9,440,961	-	-	-	-	15,324,851	17,385,962	(2,061,111) -11.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Prior Year Adopted Revenue Schedule

Evesham Municipal Utilities Authority

FY 2018 Adopted Budget							Total All Operations
	Water	Sewer	N/A	N/A	N/A	N/A	
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	3,075,000	6,902,500					\$ 9,977,500
Business/Commercial	1,160,000	1,420,000					2,580,000
Industrial							-
Intergovernmental							-
Other	1,130,170	2,500,292					3,630,462
Total Service Charges	5,365,170	10,822,792	-	-	-	-	16,187,962
<i>Connection Fees</i>							
Residential	60,000	100,000					160,000
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	60,000	100,000	-	-	-	-	160,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Sale of Meters	15,000						15,000
Turn On/Turn Off Fees	5,000						5,000
							-
							-
							-
							-
							-
							-
							-
Total Other Revenue	20,000	-	-	-	-	-	20,000
Total Operating Revenues	5,445,170	10,922,792	-	-	-	-	16,367,962
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Antennae rent	680,000	38,000					718,000
							-
							-
							-
							-
							-
							-
							-
Other Non-Operating Revenues	680,000	38,000	-	-	-	-	718,000
<i>Interest on Investments & Deposits</i>							
Interest Earned	150,000	150,000					300,000
Penalties							-
Other							-
Total Interest	150,000	150,000	-	-	-	-	300,000
Total Non-Operating Revenues	830,000	188,000	-	-	-	-	1,018,000
TOTAL ANTICIPATED REVENUES	\$ 6,275,170	\$ 11,110,792	\$ -	\$ -	\$ -	\$ -	\$ 17,385,962

Appropriations Schedule

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 256,000	\$ 256,000					\$ 512,000	\$ 499,000	\$ 13,000 2.6%
Fringe Benefits	158,280	143,280					301,560	286,700	14,860 5.2%
Total Administration - Personnel	414,280	399,280	-	-	-	-	813,560	785,700	27,860 3.5%
<i>Administration - Other (List)</i>									
Prof. Fees, Legal, Audit, Ins. Consul., Trustee	182,100	256,600					438,700	423,200	15,500 3.7%
Office Expenses	185,000	185,000					370,000	370,000	- 0.0%
Dues & Subscriptions	8,000	8,000					16,000	16,000	- 0.0%
Education & Training	45,000	40,000					85,000	73,000	12,000 16.4%
Miscellaneous Administration*	10,000	10,000					20,000	20,000	- 0.0%
Total Administration - Other	430,100	499,600	-	-	-	-	929,700	902,200	27,500 3.0%
Total Administration	844,380	898,880	-	-	-	-	1,743,260	1,687,900	55,360 3.3%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	1,412,500	2,417,000					3,829,500	3,432,600	396,900 11.6%
Fringe Benefits	818,200	1,353,300					2,171,500	1,802,300	369,200 20.5%
Total COPS - Personnel	2,230,700	3,770,300	-	-	-	-	6,001,000	5,234,900	766,100 14.6%
<i>Cost of Providing Services - Other (List)</i>									
Utilities - Elec./Gas/Telephone	445,000	955,000					1,400,000	1,390,000	10,000 0.7%
Repairs, Maintenance/System Expenses	1,861,350	1,173,000					3,034,350	2,934,350	100,000 3.4%
Vehicle Expenses	204,000	477,000					681,000	225,000	456,000 202.7%
Insurance	140,000	140,000					280,000	278,000	2,000 0.7%
Miscellaneous COPS*	100,500	145,000					245,500	226,400	19,100 8.4%
Total COPS - Other	2,750,850	2,890,000	-	-	-	-	5,640,850	5,053,750	587,100 11.6%
Total Cost of Providing Services	4,981,550	6,660,300	-	-	-	-	11,641,850	10,288,650	1,353,200 13.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	54,640	1,547,736	-	-	-	-	1,602,376	4,901,546	(3,299,170) -67.3%
Total Operating Appropriations	5,880,570	9,106,916	-	-	-	-	14,987,486	16,878,096	(1,890,610) -11.2%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	3,320	334,045	-	-	-	-	337,365	507,866	(170,501) -33.6%
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve							-	-	#DIV/0!
Municipality/County Appropriation	294,028	455,346					749,374	823,393	(74,019) -9.0%
Other Reserves							-	-	#DIV/0!
Total Non-Operating Appropriations	297,348	789,391	-	-	-	-	1,086,739	1,331,259	(244,520) -18.4%
TOTAL APPROPRIATIONS	6,177,918	9,896,307	-	-	-	-	16,074,225	18,209,355	(2,135,130) -11.7%
ACCUMULATED DEFICIT									#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	6,177,918	9,896,307	-	-	-	-	16,074,225	18,209,355	(2,135,130) -11.7%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	294,028	455,346	-	-	-	-	749,374	823,393	(74,019) -9.0%
Other							-	-	#DIV/0!
Total Unrestricted Net Position Utilized	294,028	455,346	-	-	-	-	749,374	823,393	(74,019) -9.0%
TOTAL NET APPROPRIATIONS	\$ 5,883,890	\$ 9,440,961	\$ -	\$ -	\$ -	\$ -	\$ 15,324,851	\$ 17,385,962	\$ (2,061,111) -11.9%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 294,028.50 \$ 455,345.80 \$ - \$ - \$ - \$ - \$ 749,374.30

Prior Year Adopted Appropriations Schedule

Evesham Municipal Utilities Authority

FY 2018 Adopted Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 249,500	\$ 249,500					\$ 499,000
Fringe Benefits	150,350	136,350					286,700
Total Administration - Personnel	399,850	385,850	-	-	-	-	785,700
<i>Administration - Other (List)</i>							
Prof. Fees, Legal, Audit, Ins. Consult., Trustee	174,350	248,850					423,200
Office Expenses	185,000	185,000					370,000
Dues & Subscriptions	8,000	8,000					16,000
Education & Training	39,000	34,000					73,000
Miscellaneous Administration*	10,000	10,000					20,000
Total Administration - Other	416,350	485,850	-	-	-	-	902,200
Total Administration	816,200	871,700	-	-	-	-	1,687,900
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	1,181,050	2,251,550					3,432,600
Fringe Benefits	587,050	1,215,250					1,802,300
Total COPS - Personnel	1,768,100	3,466,800	-	-	-	-	5,234,900
<i>Cost of Providing Services - Other (List)</i>							
Utilities - Elec./Gas/Telephone	442,000	948,000					1,390,000
Repairs, Maintenance/System Expenses	1,799,650	1,134,700					2,934,350
Vehicle Expenses	70,000	155,000					225,000
Insurance	139,000	139,000					278,000
Miscellaneous COPS*	87,900	138,500					226,400
Total COPS - Other	2,538,550	2,515,200	-	-	-	-	5,053,750
Total Cost of Providing Services	4,306,650	5,982,000	-	-	-	-	10,288,650
Total Principal Payments on Debt Service in Lieu of Depreciation	1,108,400	3,793,146	-	-	-	-	4,901,546
Total Operating Appropriations	6,231,250	10,646,846	-	-	-	-	16,878,096
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	43,920	463,946	-	-	-	-	507,866
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation	303,727	519,666					823,393
Other Reserves							-
Total Non-Operating Appropriations	347,647	983,612	-	-	-	-	1,331,259
TOTAL APPROPRIATIONS	6,578,897	11,630,458	-	-	-	-	18,209,355
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	6,578,897	11,630,458	-	-	-	-	18,209,355
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	303,727	519,666	-	-	-	-	823,393
Other							-
Total Unrestricted Net Position Utilized	303,727	519,666	-	-	-	-	823,393
TOTAL NET APPROPRIATIONS	\$ 6,275,170	\$ 11,110,792	\$ -	\$ -	\$ -	\$ -	\$ 17,385,962

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 311,562.50 \$ 532,342.30 \$ - \$ - \$ - \$ - \$ 843,904.80

Debt Service Schedule - Principal

Evesham Municipal Utilities Authority									
If Authority has no debt X this box		<u>Fiscal Year Ending in</u>							
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
<i>Water</i>									
Bonds - Series 2012	\$ 1,014,938	\$ 54,640	\$ 56,006						\$ 110,646
NJEIT - Proposed	93,462				747,500	757,500	1,052,500	16,975,000	19,532,500
									-
Total Principal	1,108,400	54,640	56,006	-	747,500	757,500	1,052,500	16,975,000	19,643,146
<i>Sewer</i>									
Bonds - Series 2004, 2011, 2012	2,830,062	570,360	583,994	920,000	945,000	100,000	100,000	245,000	3,464,354
NJEIT 2006 & 2008	730,170	739,462	758,770	772,565	793,785	809,065	827,875	1,889,530	6,591,052
NJEIT 2010 & 2014	232,914	237,914	237,914	242,914	242,914	247,914	247,914	2,170,595	3,628,079
NJEIT - Proposed					495,000	495,000	792,500	8,640,000	10,422,500
Total Principal	3,793,146	1,547,736	1,580,678	1,935,479	2,476,699	1,651,979	1,968,289	12,945,125	24,105,985
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Principal	-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS	\$ 4,901,546	\$ 1,602,376	\$ 1,636,684	\$ 1,935,479	\$ 3,224,199	\$ 2,409,479	\$ 3,020,789	\$ 29,920,125	\$ 43,749,131

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

	Moody's	Fitch	Standard & Poors
Bond Rating	Aa3		
Year of Last Rating	2018		

Debt Service Schedule - Interest

Evesham Municipal Utilities Authority

If Authority has no debt X this box

☐

	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in						Total Interest Payments Outstanding
			2020	2021	2022	2023	2024	Thereafter	
<i>Water</i>									
Bonds - Series 2012	\$ 43,920	\$ 3,320	\$ 1,685						\$ 5,005
NJEIT - Proposed				62,600	122,100	141,400	175,700	1,327,600	1,829,400
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	43,920	3,320	1,685	62,600	122,100	141,400	175,700	1,327,600	1,834,405
<i>Sewer</i>									
Bonds - Series 2004, 2011, 2012	234,960	123,460	106,410	88,470	63,170	15,915	12,540	14,475	424,440
NJEIT 2006 & 2008	186,010	170,360	154,145	136,895	118,540	99,290	78,950	103,975	862,155
NJEIT 2010 & 2014	42,976	40,225	37,375	34,375	31,425	28,325	24,975	105,690	302,390
NJEIT - Proposed				28,200	54,000	66,800	91,400	449,000	689,400
Total Interest Payments	463,946	334,045	297,930	287,940	267,135	210,330	207,865	673,140	2,278,385
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>N/A</i>									
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ 507,866	\$ 337,365	\$ 299,615	\$ 350,540	\$ 389,235	\$ 351,730	\$ 383,565	\$ 2,000,740	\$ 4,112,790

Net Position Reconciliation

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

FY 2019 Proposed Budget

	Water	Sewer	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ 11,398,485	\$ 30,975,006					\$ 42,373,491
Less: Invested in Capital Assets, Net of Related Debt (1)	7,618,399	17,102,295					24,720,694
Less: Restricted for Debt Service Reserve (1)	972,008	3,606,272					4,578,280
Less: Other Restricted Net Position (1)	1,805,712	2,688,425					4,494,137
Total Unrestricted Net Position (1)	1,002,366	7,578,014	-	-	-	-	8,580,380
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	4,495,454	8,348,700					12,844,154
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	47,373	87,979					135,352
Plus: Estimated Income (Loss) on Current Year Operations (2)	650,000	1,450,000					2,100,000
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	6,195,193	17,464,693	-	-	-	-	23,659,886
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	1,089,000	2,313,000	-	-	-	-	3,402,000
Appropriation to Municipality/County (3)	294,028	455,346	-	-	-	-	749,374
Total Unrestricted Net Position Utilized in Proposed Budget	1,383,028	2,768,346	-	-	-	-	4,151,374
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
Last issued Audit Report (4)	\$ 4,812,165	\$ 14,696,347	\$ -	\$ -	\$ -	\$ -	\$ 19,508,512

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 294,029 \$ 455,346 \$ - \$ - \$ - \$ - \$ 749,374

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

2019

EVESHAM MUNICIPAL UTILITIES AUTHORITY


AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

EVESHAM MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

[X] It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Evesham Municipal Utilities Authority, on the 11th day of April, 2018.

Officer's Signature:			
Name:	Albert Lutner		
Title:	Secretary		
Address:	100 Sharp Road Marlton, NJ 08053		
Phone Number:	(856) 983-1878	Fax Number:	(856) 983-9145
E-mail address	alutner@eveshammua.com		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Evesham Municipal Utilities Authority

FISCAL YEAR: FROM: JULY 1, 2018 TO: JUNE 30, 2019

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

Yes

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

Yes

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

Yes

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

The Authority intends to obtain financing from the NJ Environmental Infrastructure Trust program to finance its major capital improvement projects. The Authority is continuing to evaluate its financial model to determine the impact on rates, both short and long term. The Authority will continue to investigate other financing sources such as grants.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

N/A - None

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

N/A None

Add additional sheets if necessary.

Proposed Capital Budget

Evesham Municipal Utilities Authority

For the Period

July 1, 2018

to

June 30, 2019

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Wells, Detention Tank & Buildings	\$ 3,381,000	\$ 331,000		\$ 3,050,000		
Water Towers	3,500,000			3,500,000		
Water Main Replacements	5,550,000	250,000		5,300,000		
Other - SCADA, Security & Equipment	508,000	508,000				
Total	12,939,000	1,089,000	-	11,850,000	-	-
<i>Sewer</i>						
Lift Station Rehabilitation	1,471,000	\$ 71,000		\$ 1,400,000		
Treatment Plant Improvements	4,155,000	1,255,000		2,900,000		
Main Rehabilitation/Repairs	950,000	250,000		700,000		
Other - Security, Equip. & Inflow Study	737,000	737,000				
Total	7,313,000	2,313,000	-	5,000,000	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 20,252,000	\$ 3,402,000	\$ -	\$ 16,850,000	\$ -	\$ -

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

5 Year Capital Improvement Plan

Evesham Municipal Utilities Authority
For the Period July 1, 2018 to June 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
<i>Water</i>							
Wells, Detention Tank & Buildin	\$ 11,481,000	\$ 3,381,000	\$ 4,200,000	\$ 3,000,000	\$ 300,000	\$ 300,000	\$ 300,000
Water Towers	4,100,000	3,500,000	600,000				
Water Main Replacements	6,800,000	5,550,000	250,000	250,000	250,000	250,000	250,000
Other - SCADA, Security & Equip	958,000	508,000	105,000	117,500	92,500	67,500	67,500
Total	23,339,000	12,939,000	5,155,000	3,367,500	642,500	617,500	617,500
<i>Sewer</i>							
Lift Station Rehabilitation	6,671,000	1,471,000	\$ 2,950,000	\$ 2,100,000	\$ 50,000	\$ 50,000	\$ 50,000
Treatment Plant Improvements	4,625,000	4,155,000	75,000	270,000	75,000	25,000	25,000
Main Rehabilitation/Repairs	2,200,000	950,000	250,000	250,000	250,000	250,000	250,000
Other - Security, Equip. & Inflow	1,112,000	737,000	80,000	42,500	67,500	92,500	92,500
Total	14,608,000	7,313,000	3,355,000	2,662,500	442,500	417,500	417,500
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 37,947,000	\$ 20,252,000	\$ 8,510,000	\$ 6,030,000	\$ 1,085,000	\$ 1,035,000	\$ 1,035,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Evesham Municipal Utilities Authority

For the Period

July 1, 2018

to

June 30, 2019

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Water</i>						
Wells, Detention Tank & Buildir	\$ 5,026,000	\$ 1,976,000		\$ 3,050,000		
Water Towers	4,100,000			4,100,000		
Water Main Replacements	13,400,000	1,500,000		11,900,000		
Other - SCADA, Security & Equip	813,000	813,000				
Total	23,339,000	4,289,000	-	19,050,000	-	-
<i>Sewer</i>						
Lift Station Rehabilitation	6,671,000	\$ 321,000		\$ 6,350,000		
Treatment Plant Improvements	4,995,000	2,095,000		2,900,000		
Main Rehabilitation/Repairs	2,200,000	1,500,000		700,000		
Other - Security, Equip. & Inflow	742,000	742,000				
Total	14,608,000	4,658,000	-	9,950,000	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 37,947,000	\$ 8,947,000	\$ -	\$ 29,000,000	\$ -	\$ -
Total 5 Year Plan per CB-4	\$ 37,947,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.