

Fiscal Year Start Year End Year
 2023 – **2024**

***Authority Budget of:
Salem Municipal Port Authority***

State Filing Year 2024

For the Period: February 1, 2023 to January 31, 2024

www.cityofsalemnj.gov
Authority Web Address



**2024 AUTHORITY BUDGET
CERTIFICATION SECTION**

FISCAL YEAR 2024

Salem Municipal Port Authority

AUTHORITY BUDGET

FISCAL YEAR: February 01, 2023 to January 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

Salem Municipal Port Authority

AUTHORITY BUDGET

FISCAL YEAR: February 01, 2023 to January 31, 2024

It is hereby certified that the Authority Budget, including 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 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:	fcaltabiano@bowman.cpa
Name:	Fred S. Caltabiano
Title:	Partner
Address:	6 N. Broad Street, Suite 201 Woodbury, NJ 08096
Phone Number:	856-853-0440
Fax Number:	856-435-0440
E-mail Address:	fcaltabiano@bowman.cpa

AUTHORITY INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.cityofsalemnj.gov
--------------------------	-----------------------

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.
- 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 *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding 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.
- 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: Karen Tuthill
Title of Officer Certifying Compliance: Secretary/Treasurer
Signature: ktuthill@salemportauthority.net

2024 APPROVAL CERTIFICATION

Salem Municipal Port Authority

AUTHORITY BUDGET

FISCAL YEAR: February 01, 2023 to January 31, 2024

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 Salem Municipal Port Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on June 26, 2023.

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

Officer's Signature:	ktuthill@salemportauthority.net
Name:	Karen Tuthill
Title:	Secretary/Treasurer
Address:	19 South Front St. Salem, NJ 08079
Phone Number:	856-935-6380
Fax Number:	856-935-9113
E-mail Address:	ktuthill@salemportauthority.net

2024 ADOPTION CERTIFICATION

Salem Municipal Port Authority

AUTHORITY BUDGET

FISCAL YEAR: February 01, 2023 to January 31, 2024

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 Salem Municipal Port Authority, pursuant to N.J.A.C 5:31-2.3, on July 31, 2023.

Officer's Signature:	ktuthill@salemportauthority.net		
Name:	Karen Tuthill		
Title:	Secretary/Treasurer		
Address:	19 South Front St. Salem, NJ 08079		
Phone Number:	856-935-6380	Fax:	856-935-9113
E-mail address:	ktuthill@salemportauthority.net		

2024 ADOPTED BUDGET RESOLUTION

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Salem Municipal Port Authority for the fiscal year beginning February 01, 2023 and ending January 31, 2024 has been presented for adoption before the governing body of the Salem Municipal Port Authority at its open public meeting of July 31, 2023; 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 presented for adoption reflects Total Revenues of \$66,955.00, Total Appropriations, including any Accumulated Deficit, if any, of \$66,955.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Salem Municipal Port Authority at an open public meeting held on July 31, 2023 that the Annual Budget and Capital Budget/Program of the Salem Municipal Port Authority for the fiscal year beginning February 01, 2023 and ending January 31, 2024 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.

ktuthill@salemportauthority.net

(Secretary's Signature)

7/31/2023

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
T. Orsini	X			
C. Hassler	X			
T. Gregory	X			

**2024 AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION**

2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

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

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The 2023 proposed budget reflects administrative revenues regarding the City of Salem Municipal Port Authority. The South Jersey Port Authority has guaranteed this administrative revenues.

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

The state of the local economy is not anticipated to have an impact on the proposed Annual Budget including the planned Capital Budget/Program.

3. 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 anticipated a use of Unrestricted Net Position, this question must be answered.

The annual budget reflects funding from the South Jersey Port Corporation.

2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

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

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or shared service payments, **pilot** payments, or other types of contracts or agreements. (Example - To provide police services to the Authority, etc. and explain the reason for the transfer (i.e. to balance the County/Municipal Budget, etc.)

N/A

5. The proposed budget must not reflect an anticipated deficit from 2023 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year 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.

The Authority's implementation of GASB Statement 68 required the recording of the Authority's portion of its unfunded pension liability. As a result, the Authority's unrestricted net position ended the fiscal year in a deficit. If the liability was not recorded, the Authority's unrestricted net position would not be a deficit. The Authority will continue to pay its annual contractually required contribution to the Division of Pensions which contains an amount to fund its unfunded accrued liability and monitor the investments held by the State Division of Pensions in hopes that the liability will decrease and eliminate the deficit. If or when the Authority is informed that it must pay its unfunded pension liability, it will then address how the liability will be funded and the impact it will have on its rates. It would best serve the Authority and its rate payers, if the deficit was eliminated over a five to ten-year span.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report. How would these deficits be funded?

2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

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

6. 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 rate structure, **if applicable**. (If no changes to fees or rates, indicate answer as "**Rates Are Staying The Same**").

There is no project income from user fees, customer charges, or tax rates for the budget year ending January 31, 2024.

AUTHORITY CONTACT INFORMATION

FISCAL YEAR 2024

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

Name of Authority:	Salem Municipal Port Authority		
<i>Federal ID Number:</i>	22-269412		
<i>Address:</i>	19 South Front Street		
<i>City, State, Zip:</i>	Salem	NJ	08079
<i>Phone: (ext.)</i>	856-935-6380	<i>Fax:</i>	856-935-9113

Preparer's Name:	Fred S. Caltabiano		
<i>Preparer's Address:</i>	6 N. Broad Street, Suite 201		
<i>City, State, Zip:</i>	Woodbury	NJ	08096
<i>Phone: (ext.)</i>	856-853-0440	<i>Fax:</i>	856-435-0440
<i>E-mail:</i>	fcaltabiano@bowman.cpa		

Chief Executive Officer*	Karen Tuthill		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	856-935-6380	<i>Fax:</i>	856-935-9113
<i>E-mail:</i>	ktuthill@salemportauthority.net		

Chief Financial Officer*	Karen Tuthill		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	856-935-6380	<i>Fax:</i>	856-935-9113
<i>E-mail:</i>	ktuthill@salemportauthority.net		

Name of Auditor:	Fred S. Caltabiano		
<i>Name of Firm:</i>	Bowman & Company LLP		
<i>Address:</i>	6 N. Broad Street, Suite 201		
<i>City, State, Zip:</i>	Woodbury	NJ	08096
<i>Phone: (ext.)</i>	856-853-0440	<i>Fax:</i>	856-435-0440
<i>E-mail:</i>	fcaltabiano@bowman.cpa		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

6

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 116,293.08

3. Provide the number of regular voting members of the governing body:

5

(5 or 7 per State statute, possibly more for regional authorities)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Regional Authorities Only - 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?

N/A

Check to see if individuals filed their FDS on the FDS webpage: <https://www.nj.gov/dca/divisions/dlgs/resources/fds.html>.

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.

6. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

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

7. 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", provide 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.

8. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*?

No

**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.*

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

9. 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 Authority's procedures for all individuals listed on Page N-4 (2 of 2).

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

10. Did the Authority pay for meals or catering during the current fiscal year? No
If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

11. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No
If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

12. 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", provide a description of the transaction including the name and position of the individual and the amount expended.

13. 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).

14. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No
If "yes", provide explanation, including amount paid.

15. Did the Authority make 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", provide explanation including amount paid.

16. 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", provide 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.

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

17. 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.)?

If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

Use the space below to provide clarification for any Questionnaire responses.

9) Governing body not compensated. Secretary/Treasurer has a written employment contract approved by the commissioners and is reviewed annually.

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

Salem Municipal Port Authority

FISCAL YEAR: February 01, 2023 to January 31, 2024

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 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.
- 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 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 during the most recent fiscal year completed.

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

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

- 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): The aggregate compensation that is reported (or 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.

Salem Municipal Port Authority
For the Period February 01, 2023 to January 31, 2024

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
			Commissioner	Officer	Highest Compensated Key Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1 Thomas Orsini	Chairman	2 Hrs / Wk	x				N/A	N/A	N/A	N/A	\$ -
2 Charles Hassler	Member	1 Hr / Wk	x				N/A	N/A	N/A	N/A	\$ -
3 Timothy Gregory Jr	Member	1 Hr / Wk	x				N/A	N/A	N/A	N/A	\$ -
4 Karent Tuthill	Secretary/Treasurer	35 Hrs / Wk		x			\$ 30,987.20	\$ -	\$ -	\$ 19,665.00	\$ 50,652.20
5											\$ -
6											\$ -
7											\$ -
8											\$ -
9											\$ -
10											\$ -
11											\$ -
12											\$ -
13											\$ -
14											\$ -
15											\$ -
16											\$ -
17											\$ -
18											\$ -
19											\$ -
20											\$ -
21											\$ -
22											\$ -
23											\$ -
24											\$ -
25											\$ -
26											\$ -
27											\$ -
28											\$ -
29											\$ -
30											\$ -
31											\$ -
32											\$ -
33											\$ -
34											\$ -
35											\$ -
Total:							\$ 30,987.20	\$ -	\$ -	\$ 19,665.00	\$ 50,652.20

Schedule of Health Benefits - Detailed Cost Analysis

Salem Municipal Port Authority

For the Period: February 01, 2023 to January 31, 2024

If no health benefits, check this box:

	# 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)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	13,420.00	13,420.00	1	11,720.00	11,720.00	1,700.00	14.5%
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			(800.00)			(800.00)	-	
Subtotal	1		12,620.00	1		10,920.00	1,700.00	15.6%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	
Subtotal			-			-	-	
Retirees - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	
Subtotal			-			-	-	
GRAND TOTAL	1		12,620.00	1		10,920.00	1,700.00	15.6%

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

**2024 AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Salem Municipal Port Authority
For the Period: February 01, 2023 to January 31, 2024

	FY 2024 Proposed Budget						FY 2023 Adopted Budget	<i>\$ Increase (Decrease)</i>	<i>% Increase (Decrease)</i>	
	Operation #1	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations	Total All Operations	All Operations	All Operations
								<i>Proposed vs. Adopted</i>	<i>Proposed vs. Adopted</i>	
REVENUES										
Total Operating Revenues	\$ 66,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,955	\$ 64,190	\$ 2,765	4.3%
Total Non-Operating Revenues	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Anticipated Revenues	<u>66,955</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,955</u>	<u>64,190</u>	<u>2,765</u>	<u>4.3%</u>
APPROPRIATIONS										
Total Administration	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
Total Cost of Providing Services	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Operating Appropriations	<u>66,955</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,955</u>	<u>64,190</u>	<u>2,765</u>	<u>4.3%</u>
Total Interest Payments on Debt	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Accumulated Deficit	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Total Appropriations and Accumulated Deficit	<u>66,955</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,955</u>	<u>64,190</u>	<u>2,765</u>	<u>4.3%</u>
Less: Total Unrestricted Net Position Utilized	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Net Total Appropriations	<u>66,955</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,955</u>	<u>64,190</u>	<u>2,765</u>	<u>4.3%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

Revenue Schedule

Salem Municipal Port Authority
For the Period: February 01, 2023 to January 31, 2024

	FY 2024 Proposed Budget						FY 2023 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Operation #1	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations	Total All Operations	All Operations	
OPERATING REVENUES										
<i>Service Charges</i>										
Residential							\$ -	\$ -	\$ -	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Service Charges	-	-	-	-	-	-	-	-	#DIV/0!	
<i>Connection Fees</i>										
Residential							-	-	-	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Connection Fees	-	-	-	-	-	-	-	-	#DIV/0!	
<i>Parking Fees</i>										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	-	#DIV/0!	
<i>Other Operating Revenues (List)</i>										
Contrib. from South Jersey Port Corp.	66,955						66,955	64,190	2,765	4.3%
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
Total Other Revenue	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
Total Operating Revenues	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
NON-OPERATING REVENUES										
<i>Other Non-Operating Revenues (List)</i>										
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>										
Interest Earned							-	-	-	#DIV/0!
Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Interest	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	-	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL ANTICIPATED REVENUES	\$ 66,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,955	\$ 64,190	\$ 2,765	4.3%

Appropriations Schedule

Salem Municipal Port Authority
For the Period: February 01, 2023 to January 31, 2024

	FY 2024 Proposed Budget							FY 2023		
	Operation #1	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations	Adopted Budget		% Increase (Decrease) Proposed vs. Adopted
								Operations	All Operations	
OPERATING APPROPRIATIONS										
<i>Administration - Personnel</i>										
Salary & Wages	\$ 31,045						\$ 31,045	\$ 30,436	\$ 609	2.0%
Fringe Benefits	19,665						19,665	17,828	1,837	10.3%
Total Administration - Personnel	50,710	-	-	-	-	-	50,710	48,264	2,446	5.1%
<i>Administration - Other (List)</i>										
Accounting	4,600						4,600	4,600	-	0.0%
Telephone	3,376						3,376	3,376	-	0.0%
Rent	5,400						5,400	5,400	-	0.0%
Office Supplies	1,500						1,500	1,500	-	0.0%
Miscellaneous Administration*	1,369						1,369	1,050	319	30.4%
Total Administration - Other	16,245	-	-	-	-	-	16,245	15,926	319	2.0%
Total Administration	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
<i>Cost of Providing Services - Personnel</i>										
Salary & Wages							-	-	-	#DIV/0!
Fringe Benefits							-	-	-	#DIV/0!
Total COPS - Personnel							-	-	-	#DIV/0!
<i>Cost of Providing Services - Other (List)</i>										
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
							-	-	-	#DIV/0!
Miscellaneous COPS*							-	-	-	#DIV/0!
Total COPS - Other							-	-	-	#DIV/0!
Total Cost of Providing Services							-	-	-	#DIV/0!
Total Principal Payments on Debt Service in Lieu of Depreciation										#DIV/0!
Total Operating Appropriations	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt							-	-	-	#DIV/0!
Operations & Maintenance Reserve							-	-	-	#DIV/0!
Renewal & Replacement Reserve							-	-	-	#DIV/0!
Municipality/County Appropriation							-	-	-	#DIV/0!
Other Reserves							-	-	-	#DIV/0!
Total Non-Operating Appropriations							-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
ACCUMULATED DEFICIT										#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	66,955	-	-	-	-	-	66,955	64,190	2,765	4.3%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized							-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 66,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,955	\$ 64,190	\$ 2,765	4.3%

* 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 \$ 3,347.75 \$ - \$ - \$ - \$ - \$ - \$ 3,347.75

Prior Year Adopted Appropriations Schedule

Salem Municipal Port Authority

FY 2023 Adopted Budget

	Operation #1	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 30,436						\$ 30,436
Fringe Benefits	17,828						17,828
Total Administration - Personnel	48,264	-	-	-	-	-	48,264
<i>Administration - Other (List)</i>							
Accounting	4,600						4,600
Telephone	3,376						3,376
Rent	5,400						5,400
Office Supplies	1,500						1,500
Miscellaneous Administration*	1,050						1,050
Total Administration - Other	15,926	-	-	-	-	-	15,926
Total Administration	64,190	-	-	-	-	-	64,190
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages							-
Fringe Benefits							-
Total COPS - Personnel	-	-	-	-	-	-	-
<i>Cost of Providing Services - Other (List)</i>							
							-
							-
							-
Miscellaneous COPS*							-
Total COPS - Other	-	-	-	-	-	-	-
Total Cost of Providing Services	-	-	-	-	-	-	-
Total Principal Payments on Debt Service in Lieu of Depreciation	-	-	-	-	-	-	-
Total Operating Appropriations	64,190	-	-	-	-	-	64,190
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	-	-	-	-	-	-	-
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	-	-	-	-	-	-	-
TOTAL APPROPRIATIONS	64,190	-	-	-	-	-	64,190
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	64,190	-	-	-	-	-	64,190
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 64,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,190

* 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	\$ 3,209.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,209.50
--------------------------------------	-------------	------	------	------	------	------	------	------	-------------

Debt Service Schedule - Principal

Salem Municipal Port Authority

If Authority has no debt, check this box:

Fiscal Year Ending in

	Date of Local Finance Board Approval	<i>Fiscal Year Ending in</i>								Total Principal Outstanding
		2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	
<i>Operation #1</i>										\$ -
Total Principal		-	-	-	-	-	-	-	-	-
<i>Operation #2</i>										-
Total Principal		-	-	-	-	-	-	-	-	-
<i>Operation #3</i>										-
Total Principal		-	-	-	-	-	-	-	-	-
<i>Operation #4</i>										-
Total Principal		-	-	-	-	-	-	-	-	-
<i>Operation #5</i>										-
Total Principal		-	-	-	-	-	-	-	-	-
<i>Operation #6</i>										-
Total Principal		-	-	-	-	-	-	-	-	-
TOTAL PRINCIPAL ALL OPERATIONS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>			
	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

Salem Municipal Port Authority

If Authority has no debt, check this box:

Fiscal Year Ending in

	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Total Interest Payments Outstanding
<i>Operation #1</i>									\$ -
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #2</i>									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #3</i>									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #4</i>									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #5</i>									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
<i>Operation #6</i>									-
									-
Total Interest Payments	-	-	-	-	-	-	-	-	-
TOTAL INTEREST ALL OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

Salem Municipal Port Authority

For the Period: February 01, 2023 to January 31, 2024

FY 2024 Proposed Budget

	Operation #1	Operation #2	Operation #3	Operation #4	Operation #5	Operation #6	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ (34,718)						\$ (34,718)
Less: Invested in Capital Assets, Net of Related Debt (1)							-
Less: Restricted for Debt Service Reserve (1)							-
Less: Other Restricted Net Position (1)							-
Total Unrestricted Net Position (1)	(34,718)	-	-	-	-	-	(34,718)
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	75,809						75,809
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)							-
Plus: Estimated Income (Loss) on Current Year Operations (2)							-
Plus: Other Adjustments (attach schedule)							-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	41,091	-	-	-	-	-	41,091
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR							
Last issued Audit Report (4)	\$ 41,091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,091

(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 \$ 3,348 \$ - \$ - \$ - \$ - \$ - \$ 3,348

(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.

FISCAL YEAR 2024

Salem Municipal Port Authority

(Authority Name)

2024 AUTHORITY CAPITAL BUDGET/PROGRAM

2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Salem Municipal Port Authority

(Authority Name)

Fiscal Year: February 01, 2023 to January 31, 2024

Check the box for the applicable statement below:

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, of governing body of the Salem Municipal Port Authority, on June 26, 2023.

It is hereby certified that the governing body of the Salem Municipal Port Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Salem Municipal Port Authority, for the following reason(s):

No planned Capital Projects

Officer's Signature:	ktuthill@salemportauthority.net
Name:	Karen Tuthill
Title:	Secretary/Treasurer
Address:	19 South Front St. Salem, NJ 08079
Phone Number:	856-935-6380
Fax Number:	856-935-9113
E-mail Address:	ktuthill@salemportauthority.net

2024 CAPITAL BUDGET/PROGRAM MESSAGE

Salem Municipal Port Authority

Fiscal Year: February 01, 2023 to January 31, 2024

Answer all questions below using the space provided.

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 (this may include the governing body or certain officials, such as planning boards, Construction Code Officials) as to these projects?

No

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

No

No

No

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

No

4. If amounts are on Page CB-3 in the column Debt Authorizations, indicate the primary source of funding the debt service for the Debt Authorizations (example - rate increase).

The City of Salem Municipal Port Authority has no planned capital projects.

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.

The City of Salem Municipal Port Authority has no planned capital projects.

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.

The City of Salem Municipal Port Authority has no planned capital projects.

Proposed Capital Budget

Salem Municipal Port Authority

For the Period: February 01, 2023 to January 31, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Operation #1</i>						
	\$ -					
Total	-	-	-	-	-	-
<i>Operation #2</i>						
	-					
Total	-	-	-	-	-	-
<i>Operation #3</i>						
	-					
Total	-	-	-	-	-	-
<i>Operation #4</i>						
	-					
Total	-	-	-	-	-	-
<i>Operation #5</i>						
	-					
Total	-	-	-	-	-	-
<i>Operation #6</i>						
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

5 Year Capital Improvement Plan

Salem Municipal Port Authority
For the Period: February 01, 2023 to January 31, 2024

		<i>Fiscal Year Ending in</i>					
	Estimated Total Cost	2024 (Proposed Budget)	2025	2026	2027	2028	2029
<i>Operation #1</i>	\$ - - - -	\$ - - - -					
Total	-	-	-	-	-	-	-
<i>Operation #2</i>	- - - -	- - - -					
Total	-	-	-	-	-	-	-
<i>Operation #3</i>	- - - -	- - - -					
Total	-	-	-	-	-	-	-
<i>Operation #4</i>	- - - -	- - - -					
Total	-	-	-	-	-	-	-
<i>Operation #5</i>	- - - -	- - - -					
Total	-	-	-	-	-	-	-
<i>Operation #6</i>	- - - -	- - - -					
Total	-	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

5 Year Capital Improvement Plan

Salem Municipal Port Authority
For the Period: February 01, 2023 to January 31, 2024

		<i>Fiscal Year Ending in</i>					
	Estimated Total Cost	2024 (Proposed Budget)	2025	2026	2027	2028	2029
	\$ -						
TOTAL THIS PAGE ONLY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

5 Year Capital Improvement Plan Funding Sources

Salem Municipal Port Authority
For the Period: February 01, 2023 to January 31, 2024

		<i>Funding Sources</i>				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Operation #1</i>						
	\$	-				
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>Operation #2</i>						
		-				
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>Operation #3</i>						
		-				
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>Operation #4</i>						
		-				
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>Operation #5</i>						
		-				
		-				
		-				
		-				
	Total	-	-	-	-	-
<i>Operation #6</i>						
		-				
		-				
		-				
		-				
	Total	-	-	-	-	-
TOTAL	\$	-	\$	-	\$	-
	\$	-	-	-	-	-
Total 5 Year Plan per CB-4	\$	-	-	-	-	-
Balance check			- If amount is other than zero, verify that projects listed above match projects listed on CB-4.			

**Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11**

Contracting Unit: Salem Municipal Port Authority Year Ending: January 31, 2022

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here and certify below.

6/26/2023
Date

ktuthill@salemportauthority.net
Clerk/Secretary to the Governing Body

Appendix to Budget Document