

STATE OF NEW JERSEY

BUDGET



FISCAL YEAR 2002 - 2003

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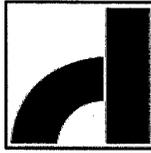
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March 26, 2002



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the State of New Jersey, for its annual budget for the fiscal year beginning July 1, 2001.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period on one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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**JAMES E. MCGREEVEY
GOVERNOR OF NEW JERSEY
TRANSMITTED TO THE FIRST ANNUAL SESSION
OF THE TWO HUNDREDTH AND TENTH LEGISLATURE**

Reverend Clergy, Mr. Speaker, Senate Presidents,
Members of the state legislature, Cabinet officials,
My fellow New Jerseyans ...

Today, I am submitting a budget for your consideration that is intended to pull us out of crisis and put our state on the right track.

It is an important document, representing many months of work -- a blueprint to move New Jersey forward.

The budget-making process has not been easy this year, and we have faced difficult choices and unforeseen obstacles.

But I believe we have accomplished our goals:

First and foremost, we have balanced the budget -- not only because our state constitution requires it, but because it is the right thing to do ...

Like any family, New Jersey must live within its means.

Second, we have identified those programs that must be priorities, even in tough times.

And third, despite the enormous pressure of a massive, multi-billion dollar shortfall, we have not balanced this budget on the backs of the working people of this state.

In fact, we're doing quite the opposite.

We are reaffirming our commitment to property tax relief.

And we're making our tax structure more fair and equitable by ensuring that corporations pay their fair share of taxes just the way every family in New Jersey must.

Ladies and gentlemen, I believe this budget is an enormous achievement.

Just consider what we're doing here today.

We face a staggering shortfall -- the biggest of any state in the nation, and perhaps the biggest in history -- and yet we have constructed a realistic, responsible spending plan for New Jersey.

We're doing it without raising sales taxes or income taxes.

We're doing it without reducing our aid to local governments and school districts.

And we are doing it by keeping faith with our most basic priorities and the fundamental values that brought us here in the first place.

A few weeks ago, I came before this Legislature and asked you to make the tough choices to close a \$3 billion dollar shortfall and put this year's budget back into balance.

It was a difficult task, but together, we got it done.

Today, I am asking you to work with me again;

I want to work in partnership with Senators Codey and Bennett, Speaker Sires and Minority Leader DeGaetano and with each and every one of you.

We must get this job done and we must do it together.

Creating a budget for the state of New Jersey is an awesome task, because the decisions we make in a \$23 billion dollar budget affect people's lives every day.

Building schools ...

Educating our children ...

Strengthening the state police ...

Paving roads ...

Preserving open space ...

Providing state aid to municipalities and school districts.

Yet even with all we have to do, our resources have been shrinking.

GOVERNOR'S MESSAGE

Tax revenues have declined dramatically in the past 12 months and have quickly been outpaced by spending.

We were forced to close a \$3 billion dollar shortfall to bring the last budget back into balance -- and now we're closing what the very latest revenue projections suggest is an additional \$5.3 billion dollar gap.

This is not the budget I wanted to submit. It does not ... and unfortunately, cannot ... reflect all of my priorities.

But as Governor, it is my job to hold the line ...

It is my job to say to the citizens, "this is what we can do with the resources we have."

I cannot tell you that this budget meets every need or solves every problem.

But I believe it will put us on the right path, because I believe it was driven by the right priorities.

Because even in hard times, a budget has to be a blueprint for the future and it has to reflect our values.

I've traveled all over New Jersey in recent months, and I've talked to thousands of people in hundreds of communities and every single county.

As we worked on this budget, I found myself remembering their stories.

The grandfather I met in Gloucester County who is spending all his money to keep his ailing wife at home instead of putting her in a nursing home -- but who worries about how he will pay his property taxes and prescription drug costs when the money is gone ...

The police officer I spoke to in South Amboy who worked two jobs -- long hours -- to support his family, but who still holds onto the dream that led him to the force in the first place -- that he can help make people safer and more secure ...

A single mom with breast cancer in Cherry Hill who told me how difficult it was to find the information she needed about her disease, and who wanted to know what the state could do to help ...

A third grader from Livingston, an articulate child who was so full of hope and so curious and anxious to learn ...

These stories came back to me as we worked, and reminded me, each and every day, of the importance of what we do and why we need to get it right ...

These stories guided me in the difficult choices I had to make.

For fundamentally, as a matter of conscience and duty, we assemble here to do the people's business.

So before I tell you the details of the budget, let me tell you the principles that underlie it.

I believe we must balance our budget responsibly, but never on the backs of the hard working people of our state.

I believe we must tighten our belts, but not harden our hearts.

I believe we must make government work smarter and better.

I believe we must ensure that our people are safe in their homes and on our streets.

I believe we must build the best educational system in the nation -- because when our schools work, we are ensuring the success of our children and ultimately, our state.

In constructing this budget, we stayed focused on where we want to end up, not when the next fiscal year rolls around, but in the years ahead.

A vision of better schools, safer streets, more open space, and the strongest, most capable workforce in the nation.

As President Abraham Lincoln told Congress in 1861:

"The struggle of today is not altogether for today -- it is for a vast future also."

So, keeping that "vast future" in mind, here are some of the details of the budget I am submitting today.

First, this budget will ensure that we live within our means.

We're doing it by cutting back in a rational, cost-effective, and responsible way.

By making government smaller, leaner and more efficient.

By rooting out waste and mismanagement, by consolidating programs and services, and by re-examining basic assumptions about how we tax and spend.

Let me give you an example.

I am signing an executive order today to begin the process of merging the New Jersey Turnpike Authority, the South Jersey Transportation Authority, and the Highway Authority which runs the Garden State Parkway.

It is time to do away with these redundant authorities which behave like shadow governments -- fiefdoms with little accountability and extraordinary power.

We will merge them to end wasteful duplication and save money.

Here's another thing we're going to do to change government and cut costs:

We're reducing the operating subsidy of the Sports and Exposition Authority by more than half, as a first step towards getting our state government out of the sports business.

When the Sports Authority was created, it was created for the right reasons -- to help bring professional sports to New Jersey at a time when the private sector would not help.

But today, the Sports Authority and the Meadowlands cost us money.

The system is not working for the teams and it's certainly not working for the taxpayers.

In the coming months, we will put forward a long-term plan that keeps all our teams in New Jersey, eliminates the burden on the taxpayer, and finds the best possible use for the Meadowlands site.

I am promising you today that the Meadowlands will be developed sensibly and rationally ...

that it will become an economic engine for the region, and that the polluted sites in the area will be cleaned up.

Another thing we are going to do is to restructure -- and shrink -- the bureaucracy of the state Department of Education, by decentralizing many of its functions and eliminating unnecessary administrative jobs.

We're going to require that the Department of Education move away from paper-pushing and return to its central mission:

To be a leader in education innovation and to prepare our children for the future.

And we're going to merge the state's Housing and Mortgage Finance Agency with the New Jersey Redevelopment Authority because housing and economic development go hand in hand.

This move will create new efficiencies and enable us to get the job done smarter and better.

As part of living within our means, the budget I am proposing also reflects our determination to root out waste and mismanagement.

First, we've already found dollars that had gone unspent because programs were overfunded or never implemented -- and we're reclaiming those dollars.

Second, I've already required a five percent across-the-board cut from all our state agencies.

Third, there will more reductions in the size of the state workforce.

We have already eliminated 600 positions as part of the necessary process of shrinking government, and there will be 1,000 more reductions achieved through early retirement, attrition and, if necessary, layoffs.

I've said many times that we have to do more with less in order to meet our obligations.

We will make government smarter and stronger even as we make it leaner.

But even as we are making the tough decisions necessary to live within our means, we also recognize that there are certain priorities that we simply cannot abandon.

That's why we have added new initiatives to the budget -- carefully, judiciously, surgically in those areas where it is needed.

One of those areas is education.

I believe that we have no greater obligation to the next generation than preparing our children for the future.

This year we will add \$10 million dollars for a new literacy initiative -- the first piece of a four-year, \$40 million program that includes putting reading coaches in schools that need them.

GOVERNOR'S MESSAGE

It's time to ensure that our third graders can read at or above grade level, because we know there's nothing more important to guarantee a child's success than literacy.

As part of our commitment to having the best-prepared work force in the nation, we are following through on our promise to establish "career academy" partnerships with business.

This is a bold step, creating a new partnership with the private sector as part of our effort to change the way we think about education.

We recently received our first commitment -- \$500,000 from Pfizer Corporation -- to create a career-themed academic program beginning this September.

This academy will incorporate technical training, work-based experience, and mentorships for students at a New Jersey high school.

My deepest gratitude goes to Pfizer Chairman Hank McKinnell for answering our call.

This budget also authorizes \$10 million to restore the Office of the Public Advocate, which had been dismantled under the previous administration.

The public advocate will be the people's watchdog and fight on behalf of the average citizen on issues such as insurance and utility rates.

We will have special advocates to fight on behalf of children and to protect the rights of seniors.

We are also investing in security.

In the wake of September 11th, there are certain steps we must take to protect against future attacks.

We need to treat security as a shared responsibility between federal, state, local, and county officials.

We are allocating \$66 million dollars in state spending for homeland security.

This includes funding for the newly created Office of Counter Terrorism, under the Attorney General, which will be responsible for a comprehensive strategy to prevent and mitigate terrorist attacks in New Jersey, and coordinate with federal and local law enforcement agencies.

This also includes \$25 million dollars to strengthen our public health system to expand our labs, and to better equip hospitals and emergency medical teams to protect the public against new -- and old -- threats.

This will supplement \$27 million dollars in federal funds promised to our state to combat bioterrorism.

And we are dedicating \$100 million dollars over the next four years to create a state-of-the-art administration and training facility for state police.

Another vital issue is cancer research.

I want to recognize Linda Gillick, who I know is here today, to thank her for her tireless work on children's cancer clusters in Toms River and around the state.

In this budget, we provide \$28 million dollars for the Cancer Institute of New Jersey, which will help make the institute one of the premiere cancer research facilities in the nation.

A new grant of \$500,000 dollars will go to the Cancer Cluster Task Force, to investigate cancer clusters such as the one in Toms River.

And we are dedicating \$30 million dollars for a broad range of anti-tobacco initiatives, to help New Jerseyans quit smoking and to prevent them from starting.

We faced a lot of choices as we put this budget together -- a lot of very difficult choices.

At every step along the way, we went back to our most fundamental principle: We put taxpayers first.

Faced with an enormous \$5.3 billion dollar deficit, the old way would have been to raise the sales tax and the income tax.

That would have been wrong.

Or we could have cut the billions of dollars in aid we provide to local school districts and municipalities, thereby forcing them to drive up property taxes on already overburdened homeowners.

That, too, would have been wrong.

Those are the traditional solutions we've seen state government rely on so many times in the past.

But we did not do those things.

Instead, we painstakingly reduced the size of government.

We shrank agencies ... we cut programs.

Let's be clear.

We are maintaining our commitment to the hard working middle class families of our state.

I will not raise our income taxes.

I will not raise our sales taxes.

And I will not reduce the property tax rebate programs that provide direct relief to middle class taxpayers.

Here is what we are doing.

First, we are maintaining state aid to schools and local governments at last year's levels.

This is the single biggest portion of the state budget -- nearly \$10 billion dollars, or nearly 50 percent of what we spend.

By refusing to cut this aid even by one cent --

and by maintaining our support for the \$12 billion dollar school construction bond program --

we are affirming our commitment to improve our schools and communities AND to provide property tax relief to residents of the state.

As a former mayor, I refuse to accept the premise that school districts and municipalities can't make the same hard choices we have.

Just as the state is required to do more with less, so must local governments and school districts.

Despite the size of the state deficit, we also protected New Jersey SAVER rebate programs as a direct offset to rising property taxes.

Rebate checks will remain at last year's levels -- an average of \$500 dollars in direct property tax relief for each taxpaying family in the state.

The increase will be deferred because we simply do not have the money.

And I refuse to spend money that we do not have.

As I promised, we are also going to put an income cap on the SAVER rebate to target it to the people who need them most.

From now on, families earning more than \$200,000 dollars per year will not be eligible for the SAVER.

As we promised, that savings -- about \$48 million dollars -- will be put towards paying down the state's debt, which has grown too much, too fast in recent years.

We will follow through with the promised increases in the Homestead rebate program for seniors, because seniors are among the hardest hit by New Jersey's exorbitant property taxes.

Homestead rebate checks for seniors will increase this year to as much as \$775 dollars.

The senior property tax freeze, under which seniors receive a rebate for the portion of their property tax bill that exceeds what they paid in the previous year, will be expanded in this budget.

As promised, the income eligibility level will be doubled, so that more than twice as many seniors -- tens of thousands of people -- will be eligible to receive the benefits of this program for the first time.

For a married couple, the income eligibility level rises from \$22,000 dollars per year to \$44,000 dollars.

We're also making changes to the Corporate Business Tax which is neither fair nor equitable.

It's broken. And we're going to fix it.

The changes I am proposing today are designed to ensure corporations pay their fair share, just as every New Jersey family must do.

The Corporate Business Tax once accounted for 15 percent of all state revenues collected.

But today, it's less than 5 percent -- which means that the rest of us are paying the bill.

If we don't fix this tax now, the amount we collect from corporations now will only be as much as we collected from them 20 years ago.

Why are corporate tax revenues so low today?

Because some companies are using loopholes and accounting gimmicks to make their profits look smaller.

GOVERNOR'S MESSAGE

They're shifting money from their New Jersey books into out-of-state companies ...

or they're changing the structure of their companies on paper from one legal designation to another ...

all to avoid paying our taxes.

Consider this:

Of the 50 companies with the largest payrolls in New Jersey, 30 of them paid only the minimum corporate tax: \$200 dollars per year.

Two hundred dollars per year ...

That's less tax than would be paid in income taxes by a single parent with a child, earning \$25,000 dollars a year.

And that's not acceptable.

You don't need to be an accountant to know those loopholes are not fair and must be changed.

We're going to make sure that all companies are paying their fair share.

We're going to restore the integrity of the corporate income tax by eliminating the loopholes and gimmicks that have allowed companies to shirk their responsibilities.

Last year's budget anticipated \$1.8 billion dollars in revenues from the corporate business tax -- and we didn't get there.

This year, we're going to restructure the tax to provide for greater equity and fairness to achieve the \$1.8 billion dollars in revenues that the Legislature intended a year ago.

We're going to do this fairly, so that companies that have already been paying their fair share are not affected.

And we're going to take steps to protect small businesses, so that they are not adversely affected by the changes.

This budget also proposes securitizing a portion of the state's expected future payments under the national tobacco settlement.

This will raise slightly more than \$1 billion dollars.

This step -- which several other states have taken as well -- reduces the risk to the state in the event that the tobacco companies fail to meet financial projections under the tobacco settlement.

Finally, like many other states in the region, we're proposing a 50-cent hike in the cigarette tax.

This is sound fiscal policy and good public health policy.

Studies have clearly shown that increasing the cost of a pack of cigarettes is one of the most successful ways of reducing smoking.

That change will raise about \$200 million dollars.

As I have said, this budget will not solve every problem.

The record economic growth of the 90s is over and we simply cannot spend money we don't have.

Ladies and gentlemen, members of the Legislature, cabinet officials, I am proud of the budget that I submit to you today.

I believe it is a road map that will lead us to a stronger New Jersey.

But as we work together and continue to face difficult choices, we must hold fast to our principles.

Now, I ask for your work.

I am asking you to join with me in partnership to enact this budget for the benefit of the citizens we were elected to serve.

I ask you to join with me putting the interests of our hard working people and families first.

I ask you to join me in refusing to balance this budget on the backs of already overburdened taxpayers.

As we begin the process of enacting this budget, I want your suggestions and your advice.

If there are parts of my budget that you cannot support, please come up with something of equal value to replace them.

But do not idly criticize without an alternative. I mean to hold us all accountable and responsible for our actions.

I am ready to listen.

GOVERNOR'S MESSAGE

I said several weeks ago that we must be tough and we must be fair.

I believe that we must work together in the weeks ahead.

If we uphold the principles I have outlined today, we

will indeed have a balanced budget which represents the right priorities for New Jersey's families.

And most importantly, we will lead New Jersey to build prosperity and opportunity for all the citizens of our state.

Thank you. Now let's get to work.

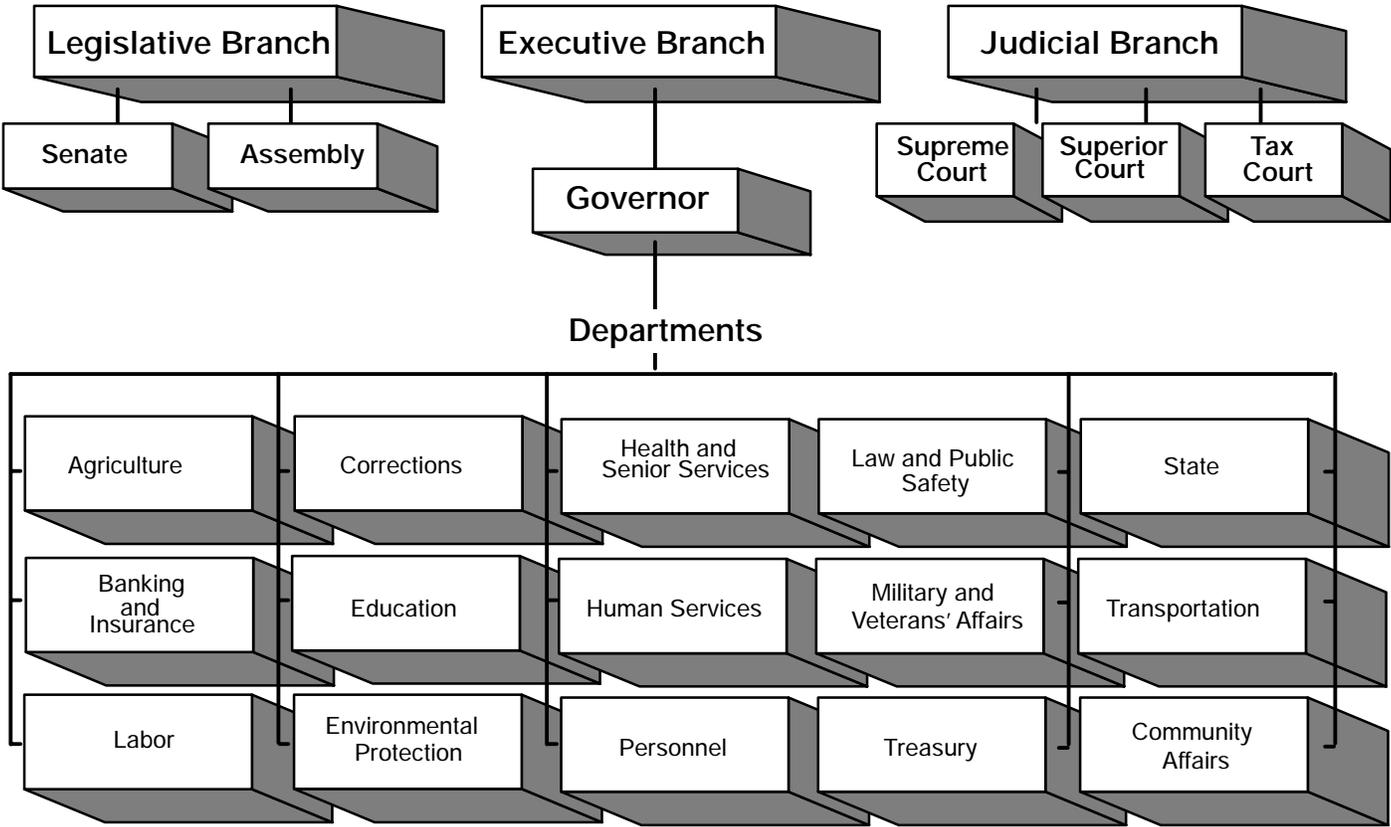
Background

The State of New Jersey was one of the original thirteen colonies, and was the third state to ratify the United States Constitution in 1787. New Jersey's governmental structure is similar to the federal model, with three separate branches of government - a Legislative Branch, a Judicial Branch and an Executive Branch. The original State Constitution was adopted on July 2, 1776 and was subsequently superseded in 1844 and 1947.

The Constitution of the State requires a balanced budget and restricts State long-term borrowing to one percent of total appropriations, unless higher amounts are specifically approved by voters at a general election. Short-term borrowing to cover cash flow needs, provided such borrowing is repaid within the same fiscal year, is not prohibited by the Constitution, and is authorized in the Annual Appropriations Act.

A State Government Organization chart is provided below:

ORGANIZATION OF NEW JERSEY STATE GOVERNMENT



THE STATE BUDGET PROCESS

The current budget process, the Integrated Planning and Budgeting Process, was first implemented for the production of the fiscal 1991 Budget, replacing other systems such as Zero-Based Budgeting (ZBB) and the Planning, Programming, and Budget System (PPBS). It uses several key features from previous budget processes, and is designed to result in planning-driven budgets. Implementation of the process usually begins during the month of April, some fifteen months prior to the year for which the budget will be effective. The State Budget cycle is set on a fiscal year basis, which extends from July 1 to June 30 of the following year.

To formally initiate the process, the Office of Management and Budget (OMB) provides salary projection reports and technical budget instructions to the departments in June. Among other things, this enables the agencies to determine how their base budget should be arranged, including any desired reallocations, in the coming budget year. Any recommended changes identified later with the budget process are then applied to this base.

The ensuing planning process includes reviews of the Governor's program priorities, economic forecasts, demands assumptions, and analyses of selective program areas. General guidance is provided to each State agency in August by OMB, including preliminary budget targets.

Agencies prepare planning documents which describe (1) their ability to provide current services within the budget target (including projections of mandatory growth), (2) the agencies' priorities for reduction of current services if requested, and (3) priority packages representing either expansion of current programs or new programs. The Office of Management and Budget (OMB) reviews the planning documents with the agencies from November through December, and preliminary recommendations are agreed upon.

During the months of December and January, the Director of OMB reviews budget recommendations with the State Treasurer, the Governor, and the Governor's staff. Normally, the Governor makes the final decisions in January.

The planning portion of the process culminates in the final submission of the agency budget request to OMB in January, which is forwarded to the Legislature. The Budget Message, representing the Governor's recommendations on how revenues should be allocated, is delivered to the Legislature on or before the third Tuesday following the first meeting of the State Legislature, except in the year when the Governor is inaugurated. For that year, the Budget Message must be transmitted on or before February 15 (although the Legislature may extend this deadline under unusual circumstances). From year to year, the

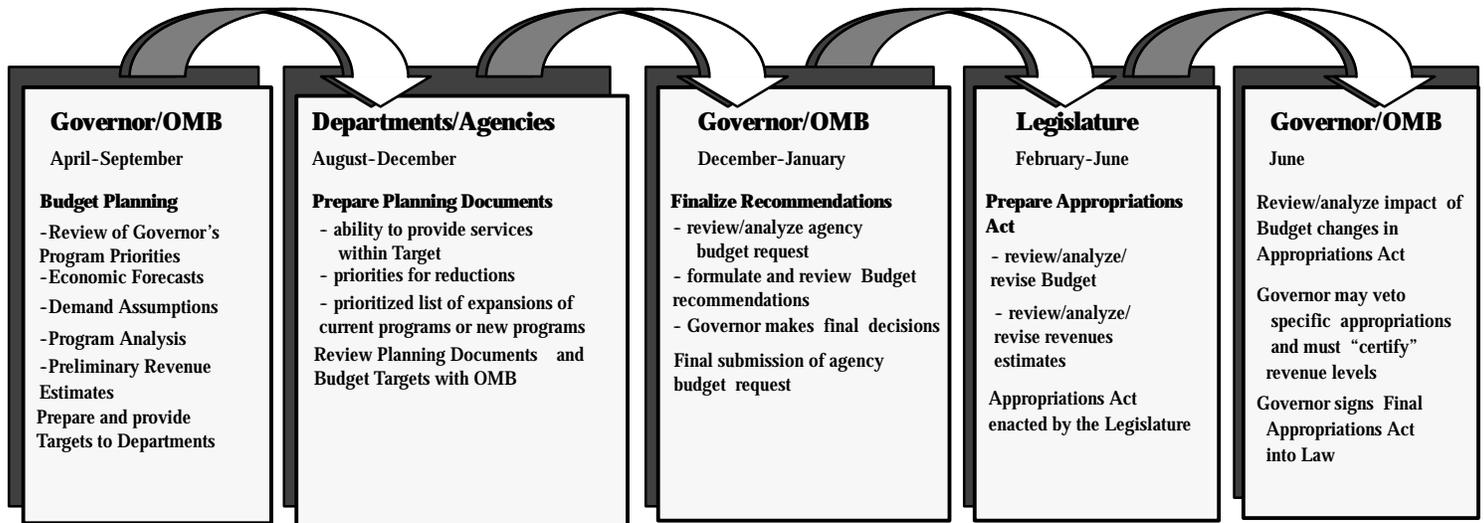
Budget is the single most important policy statement that the Governor makes.

The annual review process for capital spending requests and recommendations, which runs somewhat parallel to the process described above, has several stages. All State departments requesting capital funding must submit a seven-year Capital Improvement Plan to the New Jersey Commission on Capital Budgeting and Planning. Each capital project request requires an operating impact statement. Departments must document whether a project will have an affect on operating budgets and must quantify such information. The Commission schedules public hearings for each agency, analyzes the capital requests, and recommends projects to the Governor. The Governor, in turn, selects projects to be recommended in the annual Budget.

The Legislature, through a series of hearings conducted by its Appropriations Committees, reviews the Budget and makes changes. The Legislature also reviews the revenue estimates included in the Governor's Budget and, based upon several additional months of actual revenue collections in the current fiscal year, makes adjustments to the Budget's revenue projections and surplus estimates.

The Budget, including changes made by the Legislative Committees, then must be approved by the Senate and the Assembly; and, according to the New Jersey Constitution, a balanced Budget must be approved and signed by the Governor before July 1. After the Legislature passes the Appropriations Act, the Governor has the power to veto specific appropriations (line items), or appropriation language segments, some of which may have been added by the Legislature as a result of its review. The line-item veto allows the Governor to reshape the final Budget and ensure that appropriations do not exceed the certified level of revenues. (As part of the final Appropriations Act, the Governor must "certify" the level of revenues in order to meet the constitutional requirement of a balanced budget.) The final approved Budget, which includes the Governor's line-item vetoes and certification of revenues, is the Appropriations Act. Once the budget is enacted, it becomes an effective tool for fiscal control and monitoring program effectiveness.

Throughout the course of the fiscal year, the Legislature has the authority to pass legislation that provides funding for programs and projects above and beyond those provided for in the Budget. The additional amounts of funding provided by these acts of the Legislature are referred to as "supplemental appropriations." The Director of Management and Budget also has statutory authority to authorize supplemental appropriations at any time during the fiscal year by virtue of authorizing budget language contained in the Appropriations Act. This is accomplished and documented by the issuance of Directory Letters from OMB.



HOW THE BUDGET IS ORGANIZED

The New Jersey State Budget is divided into five major sections, which provide information on a broad range of budget related topics, including anticipated state revenues, gubernatorial policies and new initiatives, and agency programmatic achievements. The major sections are described below:

- 1.) The ***Governor's Budget Message*** describes in general terms the policies and new initiatives as well as the reductions and efficiencies proposed in the Budget. The Governor's Message generally includes a description of the economic situation within the state and the expected impact of projected economic trends on the state's fiscal condition. The Governor's Message may also include broad programmatic goals for each of the individual State departments or major segments of the government as well as policy directions for the upcoming fiscal year.
- 2.) The ***Summaries of Appropriations Section*** of the Budget includes a selection of tables and charts designed to summarize the Governor's recommendations and highlight the major changes included within the proposed Budget. For instance, the *Budget in Brief* provides a summary of total revenues and recommendations for each of the state's major fund categories, such as the General Fund, Casino Revenue Fund, and Property Tax Relief Fund. This section also includes a number of fiscal tables which explain the Governor's recommendations at various, significant levels of aggregation.

Summary of Appropriation Recommendations
Summary of Appropriation Recommendations by Fund
Summary of Appropriation Recommendations by Organization
Summary of Appropriations by Category or Purpose
Summary of Appropriations by Statewide Program
Appropriations - Major Increases and Decreases

Also included within this section is the *Major Highlights* of the fiscal year 2003 Budget, which discusses the major programmatic and operational impact of the budget proposals.

Additional summaries of major increases and decreases, and charts and graphs depicting significant programmatic or fiscal trends included within the FY 2003 Budget are also included within this section.

- 3.) The ***Summaries of Revenues, Expenditures and Fund Balances*** section provides an overview of the state's economy and revenue outlook and the impact that anticipated economic trends will have on the state's revenue estimates. The tables included within this section highlight the state's major revenue sources, such as the income tax, sales tax, corporation tax, etc., and provide year-to-year comparisons and projections for the fiscal year 2003 budget year. Most of the schedules and exhibits in this section are displayed by *Fund*. For the purposes of state financial accounting, funds are accounting entities which segregate financial resources according to the purposes for which they may be used.

READER'S GUIDE

This section includes four "major schedules" which provide detail of actual and estimated revenues and expenditures by department. Within each department, individual revenue sources are shown, including those which are dedicated to support specific functions or programs and are derived from fees, fines, or charges for services, which are established by law or agency regulation.

Schedule I depicts anticipated revenue which, together with estimated beginning Undesignated Fund Balance (Surplus), provide the resources for the recommended appropriations summarized in **Schedule III** (Expenditures Budgeted).

Schedules II & IV enumerate estimated revenues and expenditures on an as received basis over and above the general revenues and specific line item appropriations shown in **Schedules I & III**.

4.) The **Budget Recommendations** section is the largest section of the Budget and includes the greatest detail on proposed appropriations. It is divided into categories based on the source and use of appropriations; and is organized by Governmental Branch and sorted in alphabetical order by agencies or executive departments. The major sub-divisions of this section are summarized below:

- a. Department and Branch Recommendations
(Direct State Services, Grants-In-Aid, State Aid and Capital Construction)
- b. Debt Service
- c. General and Federal Fund Language Provisions
- d. Revolving Funds
- e. Appendices

4.A.) Budget Recommendations - Overview

For fiscal 2003, the Budget displays all of a department's non-debt appropriations in a single subdivision of the document. The separate sub-divisions for Direct State Services (i.e. funds to support operations), Grants-In-Aid, State Aid and Capital Construction are now shown together in a consolidated display. Appropriations for Dedicated Funds (e.g. Property Tax Relief Fund, Casino Revenue Fund, etc.) are also included in the consolidated departmental presentation. An aggregate view of appropriation recommendations affecting State Aid, the Casino Revenue Fund, etc., are presented in new summaries in the "Summaries of Appropriations" section.

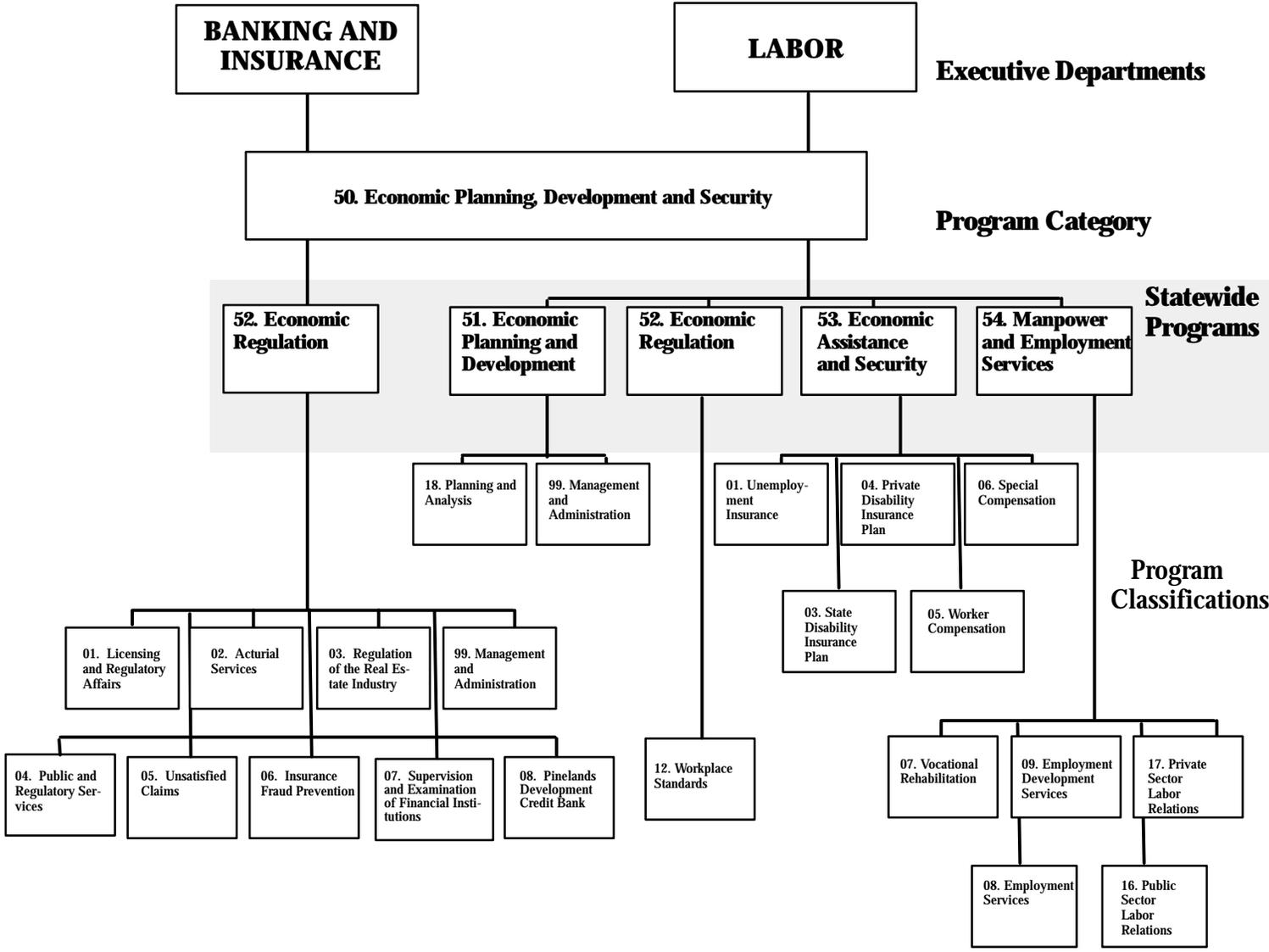
These changes were made to better organize program descriptions and operating and evaluation data with the relevant appropriation recommendations. This consolidated presentation will provide readers with a comprehensive view of all of a department's operations, across all spending categories and funds. This should help New Jersey citizens better understand the relationships between *all* of the recommendations affecting departmental programs.

Each of the sub-sections of the *Budget Recommendation* section follow a consistent hierarchical order - Department, Program Category, Statewide Program, Organization and/or Program Classification. Individual departmental presentations are grouped by "Statewide Program" which represent a high level, functional grouping of related programs contributing to a broad statewide objective. Statewide Programs generally span several departments. Examples of Statewide Programs include Public Safety and Criminal Justice, Natural Resource Management, and Parole and Community Programs.

Below Statewide Programs, the Budget presentation is further broken down into "Program Classifications," which represent a lower level, operating program function, consisting of closely related activities with identifiable objectives or goals. Examples of program classifications include Water Supply Management, Forestry Management, Shellfish and Marine Fisheries Management, in the Department of Environmental Protection. Detailed descriptions of agency program classifications are provided at the beginning of each statewide program presentation within a department, along with objectives for the entire statewide program.

In the Department of Labor for example, all programs are grouped under the broad **Program Category** of *Economic Planning, Development and Security*. They are further divided into the following four **Statewide Programs**: 1.) *Economic Planning and Development*, 2.) *Economic Regulation*, 3.) *Economic Assistance and Security*, and 4.) *Manpower and Employment Services*. Each of these **Statewide Programs** are made up of a number of individual program classifications. **Program Categories and Statewide Programs** generally span multiple departments.

The programmatic hierarchy of two State departments, Banking and Insurance and Labor, is shown on the facing page. Note that the Statewide Program, Economic Regulation, is common to both.



READER'S GUIDE

4.B.) Budget Recommendations - Descriptions of Sub-Divisions

Detailed descriptions of the sub-divisions of the *Budget Recommendations Section* are provided below:

- a.) *Department and Branch Recommendations* is the sub-division of the Budget that relates to the appropriations and expenditures that support operations of State agencies, grants and state aid. In addition to appropriation and expenditure data, agency objectives, descriptions of agency programs and programmatic evaluation data are detailed. Federal and non-state funds are also included here.

Each statewide program presentation includes relevant *Evaluation Data*, which provide comparative measurements of agency workload, effectiveness, and/or efficiency. This information shows the impact of the recommended funding level on an agency's activities.

Information is provided on the number of employees and funded positions within each department. The actual number of employees reported may be less than the number of positions allocated to an agency and is dependent upon authorized hiring levels and other factors. Position and Personnel data are summarized to the program classification level, and include information on the current year, two prior years, and a projection for the budget request year.

The *Appropriations Data* component includes detailed funding recommendations from the General Fund and Dedicated Funds by program classification, fund category (Direct State Services, Grants-In-Aid, State Aid and Capital Construction) and object of expenditure. The *General Fund* represents the collection of all State revenues, not otherwise restricted by statute. There are four major funds dedicated by the Constitution for specific purposes. The *Property Tax Relief Fund*, financed by the personal income tax, provides aid to local schools and municipalities as well as the Homestead Rebate Program, which offsets a portion of an individual's property taxes. The *Casino Revenue Fund*, the proceeds of a tax upon casino revenues, funds new or expanded programs for the elderly and the disabled. The *Casino Control Fund* represents the cost of regulating the casino industry, as charged to that industry. And the *Gubernatorial Elections Fund* consists of designated contributions by taxpayers for the public financing of gubernatorial elections. By examining changes in the program classification recommendations vis-à-vis prior year spending levels and other programs, readers will be able to ascertain savings and efficiencies as well as the relative priority that is being placed on specific agency program activities.

Various fund appropriations are broken down into categories based on how the appropriations will be used. *Direct State Services* represent funding to support the administration and direct operations of State programs. Objects of expenditure such as state employee salaries, materials and supplies, (paper, printing etc.), services other than personal (telephones, postage, software, consultant services) maintenance, equipment and special purpose accounts are included in this category. Contracted services, such as the operations of motor vehicle agencies, are also paid out of direct state services.

Grants-In-Aid appropriations represent funding of grants made to individuals and various public and private agencies, for services that are considered the overall responsibility of the State but that are provided by third parties. The largest grant-in-aid program is Medicaid, but others include block grants to senior public colleges and universities, subsidy assistance to NJ Transit, and tuition assistance programs. The State's Homestead Rebate program and the Direct School Tax Relief program are also funded in the Grants-In-Aid component.

State Aid is the recommendation for payments by the State to or on behalf of a local unit of government (county, municipality, or school district) to assist this local government in carrying out its responsibilities. The largest state appropriations are for aid to local schools.

Capital Construction contains the recommendations, by capital project within department, for current (pay-as-you-go) projects, as opposed to those funded by long-term bonds. A capital project includes the acquisition of land, new structures and equipment, and other projects whose estimated cost of land, planning, furnishing and equipping is estimated to be \$50,000 or more. Projects or acquisitions under \$50,000 are appropriated in the maintenance accounts in Direct State Services.

Language Recommendations, the final, significant item of this budget sub-division are included at the end of statewide program or departmental presentations. These language provisions are as significant as the fiscal recommendations because they provide the Department, the Legislature, or the Director of the Division of Budget and Accounting with specific budget and/or spending authority or establish limits on such authority. It is through budget language, that prior year balances are appropriated for current year expenses or lapsed, and that departments are incentivized allowing retention of fine or fee revenue above a specific predetermined amount.

- b.) The *Debt Service* sub-division depicts the amounts necessary to pay principal and interest due on capital projects financed by general obligation bonds of the State. The primary method for financing of capital projects is through the sale of bonds. No debt can be issued by the State without approval by a majority of the legally qualified voters. This section also includes a brief description of the active bond issues financed by current Debt Service appropriations. Historically, New Jersey Debt Service payments average approximately three percent of the total General Fund appropriations.
- c.) The *Language Provisions* sub-division of the Budget establishes authority beyond the specificity of the detailed line-item budgets for both general and federal funds. They apply to broad areas of the budget such as entire funds, appropriations in general and in some cases mandate additional administrative requirements related to the enactment of the budget. Language also authorizes adjustments for reorganizations and corrections to the appropriations act after its enactment.

- d.) *Revolving and Other Funds* is the sub-division of the Budget that depicts programs or agencies not provided with direct appropriations, but rather operate from fees charged for services or commodities provided to other State agencies. Examples include print shops, laundries, and information processing services.
- 5.) The *Appendix* includes Statements of Estimated Revenues, Expenditures and Fund Balances of the State's Special Revenue, Capital Projects and Trust Funds (excluding Pension Trust Funds). The statements include the actual revenues and expenditures for the fiscal year ended June 30, 2001, presented in accordance with generally accepted accounting principles, as well as estimated amounts for fiscal 2002 and fiscal 2003.

Special Revenue Funds (Appendix 1A) are used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Projects Funds (Appendix 1B) are used to account for financial resources to be used for the acquisition or construction of major capital facilities for State use. Funds granted to other units of government for facilities are not classified as Capital Project Funds and are included as expenditures of Special Revenue Funds. Various Capital Projects Funds include funds both for capital facilities for State use and for grants to other units of government.

Trust Funds (Appendix 1C) are used to account for assets held by the State in a trustee capacity for individuals, private organizations, other governments and/or other funds.

Other exhibits in the appendix include a listing of programs eligible for support from the Lottery Fund in addition to other special summaries.

BASIS OF BUDGETING

An annual budget is prepared for the General Fund and certain special revenue funds (Casino Control, Casino Revenue, Gubernatorial Elections, and Property Tax Relief funds). The Legislature enacts the Budget through passage of specific departmental appropriations, the sum of which may not exceed estimated revenues and the Governor is responsible for the final certification of revenue.

The Governor's budget is prepared in accordance with generally accepted accounting principles (GAAP). Revenues are recognized when susceptible to accrual; that is, when they are both measurable and available to finance expenditures of the fiscal period. Significant revenue sources which are susceptible to accrual include sales tax, individual income taxes, corporate income taxes and federal grants.

Appropriations are recommended at a level sufficient to recognize all accrued expenditures applicable to the fiscal period. Expenditures are recorded on an accrual basis when the related liability is incurred. Disbursements for prepaid expenses, inventory items, and fixed assets are recorded when expenditures are incurred. Expenditures for principal and interest on general obligation long-term debt are recognized when due.

The use of the term "expended" to report the most recent actual year activity in the budget is not in strict accordance with GAAP, in that this amount includes encumbrances which under GAAP are reservations of fund balance, not expenditures.

RELATIONSHIP TO THE COMPREHENSIVE ANNUAL FINANCIAL REPORT

The Department of the Treasury, OMB, issues the Comprehensive Annual Financial Report (CAFR) which includes all funds and account groups. The State's budgetary basis differs from that utilized to present financial statements in conformance with generally accepted accounting principles (GAAP). The main differences between the budgetary basis and the GAAP basis are that under the budgetary basis encumbrances are recognized as expenditures, the federal revenue related to such encumbrances is also recognized, and the budgetary basis reflects transactions only for the current fiscal year. In addition, the budgetary basis does not accrue the value of food stamps.

BUDGETARY CONTROL

Budgetary control is maintained at the item of appropriation level. "Item of appropriation" means the spending authority associated with an organization, appropriation source, and program classification, as identified by line-items in the Appropriations Act. Internal transfers within programs are permitted within certain constraints, transfers between program or over designated levels require the approval of the legislature. In cases where appropriations are based on anticipated revenues, spending authority will be reduced by the amount of the deficiency. Other changes to the budget not authorized by specific language provision, must be approved by the legislature in a supplemental appropriation.

YEAR END BALANCES

Appropriations are authorized for expenditures during the fiscal year and for a period of one month thereafter, and unencumbered appropriations lapse at year end, unless otherwise specified by the Appropriations Act. Non-lapsing balances are considered automatically reappropriated as authorized by statute or by the appropriations act.

10. PUBLIC SAFETY AND CRIMINAL JUSTICE
12. LAW ENFORCEMENT

OBJECTIVES

PROGRAM CLASSIFICATIONS

1. To prosecute all criminal appeals.

09. **Criminal Justice.** Exercises functions pertaining to enforcement and prosecution of criminal activities in the State.

EVALUATION DATA

	Actual FY 2000	Actual FY 2001	Revised FY 2002	Budget Estimate FY 2003
PROGRAM DATA				
Criminal Justice				
Complaints, Inquiries, Other Matters (Closed)	3,343	5,571	6,000	6,000
PERSONNEL DATA				
Position Data				
State Supported	359	368	354	424

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 2001					Year Ending June 30, 2003				
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	2002 Adjusted Approp.	Requested	Recom- mended	
Distribution by Program									
22,507	4,646	712	27,865	27,121	09	21,691	28,291	28,291	
22,507	4,646	712	27,865	27,121		21,691	28,291	28,291	
690								625	
447								477	
2,321								4,631	
2,321								4,631	
17,559								23,691	
---								1,000	
---								1,000	
4,948								3,600	
4,948								3,600	
1,000			1,000	1,000				---	
23,507	4,646	712	28,865	28,121				---	
TOTAL STATE APPROPRIATIONS									
Federal Funds									
59,655	14,486	-151	73,990	31,803	09	42,574	33,350	33,350	
59,655	14,486	-151	73,990	31,803		42,574	33,350	33,350	
All Other Funds									
---	1,136				09	34,850	34,760	34,760	
---	16,125 ^R	1,975	19,236	8,583		34,850	34,760	34,760	
---	17,261	1,975	19,236	8,583		34,850	34,760	34,760	
83,162	36,393	2,536	127,091	68,507		99,115	96,401	96,401	

Reading the Budget Tables

The Appropriation summaries and individual agency Budgets included in the New Jersey Budget document generally follow a consistent format, an annotated version of which is shown on the following pages.

Notes -- Direct State Services - General Fund

(a) The fiscal 2002 appropriation has been adjusted for the allocation of salary program.

Language Recommendations -- Direct State Services - General Fund

The unexpended balance as of June 30, 2002 in the Victim Witness Advocacy Fund account, together with receipts derived.

A statement of specific, measurable accomplishments related to the need, problem or opportunity the program is designed to address

Program Classification Account code.

Evaluation Data provides measurements of workload effectiveness and efficiency.

The Original and Supplemental column represents the original appropriation for fiscal year 2001 as enacted by the Legislature on July 1, 2000. This column also includes the total of all supplemental appropriations which were enacted by the Legislature and signed into law by the Governor during fiscal year 2001.

Reappropriations and Receipts column contains two separate items: Reappropriations, which represent funds that remained unexpended from a prior fiscal year and were made available for spending purposes in the budget year. Reappropriations are usually restricted to certain programs or accounts with multi-year obligations, such as Capital Accounts, where rehabilitation or construction projects typically take several years. Receipts represent dedicated taxes or fees which are credited to a specific account or agency. An example of receipts are funds collected for Hunters and Anglers' programs from license fees Receipts are indicated by a superscript "R".

Transfers and Emergencies are either Transfers, which represents monies which were either transferred between departments and agencies or between fund categories, or Emergencies, which represent an allocation of funds to an agency from the State Emergency Fund to meet unanticipated spending requirements. In the tables within the Budget Recommendation section, emergency transfers are indicated by a superscript "E".

Total Available is the total of the original and supplemental appropriations plus any reappropriations and receipts plus or minus transfers and emergency funds.

The Expended Amount represents total disbursements and obligations made in fiscal year 2001.

10. PUBLIC SAFETY AND CRIMINAL JUSTICE

12. LAW ENFORCEMENT

OBJECTIVES

PROGRAM CLASSIFICATIONS

1. To provide statewide law enforcement services.

09. Criminal Justice. Exercises functions pertaining to enforcement and prosecution of criminal activities in the State.

EVALUATION DATA

PROGRAM DATA	Actual FY 2000	Actual FY 2001	Revised FY 2002	Budget Estimate FY 2003
Criminal Justice				
Complaints, Inquiries, Other Matters (Closed)	6,027	6,689	7,000	7,000
PERSONNEL DATA				
Position Data				
State Supported	3,158	3,236	3,216	3,387

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 2001					Year Ending June 30, 2003			
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	2002 Adjusted Approp.	Requested	Recommended
17,559	4,646	682	22,887	22,143				
17,559	4,646	682	22,887	22,143				
152,359	5,514 ^R	3,315	161,188	144,517				
152,359	5,514	3,315	161,188	144,517				
---	---	---	---	---				
---	---	---	---	---				
---	---	---	---	---				
4,948	---	30	4,978	4,978				
4,948	---	30	4,978	4,978				
4,948	---	30	4,978	4,978				
1,053	1,177	(14)	2,216	665				
1,053	1,177	(14)	2,516	665				
1,053	1,177	(14)	2,516	665				
218,368	21,359	3,992	243,719	236,439				
59,655	14,486	(151)	73,990	31,803				
59,655	14,486	(151)	73,990	31,803				
---	1,136	---	---	---				
---	16,125 ^R	1,975	19,236	8,583				
---	17,261	1,975	19,236	8,583				
295,785	108,360	21,821	425,966	347,051				

Notes -- Direct State Services - General Fund

(a) The fiscal year 2002 appropriation has been adjusted for the allocation of salary program.

Language Recommendations -- Direct State Services - General Fund

The unexpended balance as of June 30, 2002 in the Victim Witness Advocacy Fund account, together with receipts derived.

Program Category--The broadest grouping of programs presented in the Budget document.

Statewide Program--A high level, functional grouping of related programs.

Program Classes--low level, operating program functions grouped together under statewide programs. It is the level at which Appropriations are made.

Adjusted Appropriation represents the current fiscal year appropriation, adjusted to include any distributions made from central, interdepartmental accounts to cover employee cost of living adjustments, etc., as well as any supplemental appropriations which were enacted prior to the printing of the Budget or anticipated through year end.

The Requested column represents the amount requested by the various Executive departments, and agencies and other branches of government.

The Recommended Budget column represents the Governor's proposal to the Legislature.

Other Related Appropriations, also called below-the-line appropriations, are summarized in the Direct State Services presentation in order to provide an overview of agency budgets encompassing all spending categories and funding sources.

Appropriation Language is as important as the fiscal recommendations. It sets limits and conditions on the use of appropriations.

GLOSSARY

This glossary contains definitions of terms used in this budget, or in State budgeting and accounting procedures. It is not intended to be an exhaustive dictionary of accounting and budgeting terms, but does define the most commonly used terminology.

ACT— A bill passed by the legislature and signed into law by the Governor.

ADDITIONS, IMPROVEMENTS AND EQUIPMENT— Additions and improvements which are less than \$50,000 in cost and the purchase of equipment such as vehicles, office equipment and information processing equipment. Any addition and improvement that is \$50,000 or more or is for a new structure is classified as Capital Construction.

ADJUSTED APPROPRIATION— The total of an original appropriation, all supplemental appropriations, certain allotments from Inter-departmental appropriations, and other budgetary adjustments.

ALL OTHER FUNDS— Revenues, other than Federal, which are not anticipated as resources to support the annual State budget. Upon receipt, these funds become appropriated, as provided by the language of the Appropriations Act.

ALLOTMENT— An allocation of a portion of an appropriation to make it available for encumbrance or disbursement by the agency to which appropriated, and usually applying to a period of time; e.g., a calendar quarter. In the instance of Inter-departmental appropriations, allotments made to the various agencies simultaneously transfer appropriations and make them available for encumbrance or disbursement by the agency.

ANTICIPATED RESOURCES— For each fiscal year, is the sum of the estimated surplus at the end of the prior fiscal year, together with all estimated revenues for the General Fund from all sources, including taxes and license fees, other miscellaneous departmental Federal aid and revenues of trust funds which are not within the General Treasury.

ANTICIPATED REVENUE— That portion of estimated revenues to be realized in any fiscal year which have been anticipated as General Fund resources to support the appropriations made, or undesignated fund balance projected, in the annual Appropriations Act. Such revenues are not available for expenditure unless appropriated by the Legislature.

APPROPRIATED REVENUE— Those revenues not previously anticipated or budgeted, which upon receipt increase appropriation balances as authorized in the Appropriations Act, and from which agencies may incur obligations or make expenditures for specific purposes.

APPROPRIATION— The sum of money authorized by an act of the Legislature for expenditure during a particular fiscal year.

APPROPRIATION ACT— The Act passed by the New Jersey Legislature to appropriate, on an annual basis, the resources of the State for operating grants-in-aid, state aid, capital, and debt service expenses.

ATTRITION— A means of reducing the number of employees by not refilling positions vacated through resignation, reassignment, transfer, retirement or means other than layoffs.

BEGINNING BALANCE— The amount of funds available at the start of a state fiscal year that is left over from the previous year.

BILL— A proposed law.

BLOCK GRANT— An amount allotted by the Federal government to the State to be allocated to a particular program area within general guidelines as the State determines.

BOND— A funding tool representing a written promise to pay a

specific sum of money in the future plus interest. In New Jersey, bonds are used to finance capital improvements.

BOND FUND— A fund into which are received the proceeds from the issuance of bonds, and from which are paid all proper expenditures for the purposes for which the bonds were authorized.

BUDGET— The proposed financial plan of the State government for the fiscal year, setting forth the anticipated resources from all sources and proposed appropriations.

BUDGET CYCLE— The four major phases which constitute the traditional budget cycle: (1) central and agency planning, (2) agency/executive preparation, (3) legislative review, and (4) execution and evaluation.

BUDGETED POSITION— A position specifically approved and funded by a State appropriation in a salary object account.

BUDGET REQUEST— The request, required by law, of each spending agency for an appropriation or permission to spend during the next ensuing fiscal year.

CAPITAL CONSTRUCTION— This category includes funds budgeted for:

1. Acquisition of or option to buy land and right-of-way and existing improvements therein, regardless of cost.
2. New buildings and structures not attached to or directly related to any existing structures, regardless of cost.
3. Projects whose estimated cost including land, planning, furnishing and equipping, is usually \$50,000 or more regardless of the construction involved with a useful life of at least ten years.

CAPITAL PROJECT FUNDS— Account for financial resources for the acquisition or construction of major capital facilities.

CASINO CONTROL FUND— Accounts for fees from the issuance and annual renewal of casino licenses, work permit fees, and other license fees. Appropriations are made to fund the operations of the Casino Control Commission and the Division of Gaming Enforcement.

CASINO REVENUE FUND— Accounts for the tax on gross revenues generated by the casinos. Gross revenue refers to the total of all sums actually received by a licensee from gaming operations, less the total sums paid out as winnings to patrons. Appropriations from this fund must be used for reductions in property taxes, utility charges and other specified expenses of eligible senior and disabled citizens.

CATEGORICAL GRANT— An amount allotted by the Federal government to the State to be allocated to a particular program area for a specific purpose or mandate of the Federal government.

CERTIFICATES OF PARTICIPATION— Certificates which are sold to investors to raise cash to purchase equipment through a master lease-purchase agreement. The principal and interest on the certificates are paid from appropriations made to agencies which obtained equipment through the master lease-purchase program. (See also MASTER LEASE PROGRAM.)

CHART OF ACCOUNTS— A systematic structure for appropriating and recording accounting information pertaining to the financial activities of the State.

CONTINGENCY APPROPRIATION— An appropriation to provide for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

CONTROL ACCOUNT— Denotes an account established for the purpose of receiving and holding unallocated appropriations or appropriated receipts pending transfer to operating, or expenditure accounts.

GLOSSARY

DEBT SERVICE— One of the major subdivisions of the State budget, this category provides the resources to finance payment of general long-term debt principal and interest, such as bond issues or other long-term financing.

DEDICATED FUND— A fund normally contained in the General Fund, consisting of resources owned by the State, the use of which is constrained, either by statutory specification, dedication or other restriction, or a particular purpose or program. Receipts from a specific revenue source may be dedicated by the annual Appropriations Act or other legislation, to be used for some specific purpose.

DIRECT STATE SERVICES— One of the major subdivisions of the State budget, this category includes all general operating costs of State government, including programs which provide services directly to the public.

DISBURSEMENT— Payment of money out of any public fund or treasury. (See also EXPENDITURE.)

EMERGENCY FUND— A sum appropriated, within the Contingency Appropriation, for allotment to agencies to meet emergency conditions.

EMERGENCY TRANSFER— The allocation of funds to an agency from the Emergency Fund to meet unanticipated expenditures.

ENCUMBRANCE— A reservation of funds for future payment (disbursement) to liquidate an obligation incurred, usually by the issuance of a purchase order or the execution of a contract calling for payment in the future.

ENDING BALANCE— The amount of funds remaining in an account at the end of the fiscal year.

EVALUATION DATA— The quantitative expression of the end products produced or other elements involved in the work of an organization.

EXCESS RECEIPTS— Any receipts by an agency in excess of anticipated resources in the annual Appropriations Act. Such excess receipts may either be appropriated for the agency's use by the annual Appropriations Act, or may be considered as an overrun of anticipations and, therefore, credited to the General Fund undesignated fund balance.

EXPENDITURE— Denotes charges incurred, whether paid or unpaid, thus including both disbursements and liabilities. (See also DISBURSEMENT and ENCUMBRANCE.)

EXPENDITURE ACCOUNT— An account in which expenditure transactions are recorded, normally termed an object account; as opposed to a control account in which expenditures may not be recorded.

FISCAL YEAR— A twelve-month period of time to which the annual budget applies and at the end of which the State determines its financial position and the results of its operations. New Jersey State government has a July 1 to June 30 fiscal year.

FRINGE BENEFITS— Payments made by the State for retirement, social security, health and dental insurance contributions, workers' compensation, unemployment, survivors' and disability insurance.

FUND— A fiscal and accounting entity established for the purpose of achieving specified objectives or carrying on certain activities.

FUND BALANCE—DESIGNATED— Unexpended and unencumbered appropriations which are authorized to continue into the subsequent fiscal year. (See also REAPPROPRIATION.)

FUND BALANCE—UNDESIGNATED— Fund equity unrestricted and available for appropriation.

GAAP— Generally Accepted Accounting Principles—The rules and procedures necessary to define uniform account and financial reporting standards, including broad guidelines and detailed practices. The Governmental Accounting Standards Board (GASB) promulgates accounting principles for state and local governments.

GENERAL FUND— The funds into which all State revenues, not otherwise restricted by statute, are deposited and from which appropriations are made. The largest part of the total financial operations of the State are accounted for in the General Fund. Revenues received from taxes, most Federal revenue and certain miscellaneous revenue items are recorded in the General Fund. The Appropriation Acts enacted by the Legislature provide the basic framework for the operation of the General Fund.

GENERAL TREASURY— Consists of all funds over which the State Treasurer is custodian and/or funds of which the State of New Jersey is the owner or beneficial owner.

GRANTS IN AID— One of the major subdivisions of the State budget, this category includes all payments not otherwise defined as State Aid, made to individuals, public agencies or private agencies for benefits or services of three types: benefits to which the recipient is entitled by law or regulation; provision of services for which the State has primary responsibility; and subsidies and provision of services for which the State has no responsibility, but which it elects to provide.

ITEM OF APPROPRIATION — Means the spending authority identified by an organization code, appropriation source, and program code, unique to the item, and may include a number of object accounts within a program or specific appropriations made to Special Purpose, Grants-In-Aid, State Aid, or Capital Construction line item.

INTER-DEPARTMENTAL ACCOUNTS— A group of accounts to which are appropriated funds for payment for or on behalf of all State agencies of rent, employee benefits, and contingency funds for certain specified purposes.

INTERFUND TRANSFER— An amount transferred from one fund to another, normally authorized by the annual Appropriations Act.

LANGUAGE RECOMMENDATIONS - Language located at the end of a statewide program or department, which provides specific spending or budget authority and/or places limitations on such authority.

LAPSE— The automatic termination of an appropriation. Appropriations are made for a single fiscal year. At the end of this period, any unexpended or unencumbered balances revert (lapse) to undesignated fund balance in the General Fund, or to the fund from which originally appropriated, unless specifically appropriated again in the succeeding fiscal year.

LIABILITY— Debt or other legal obligation arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LINE ITEM— Any single line account for which an appropriation is provided in an Appropriations Act. Includes appropriations made to specific object accounts such as Materials and Supplies or any Special Purpose, Grants-In-Aid, State Aid or Capital Construction account.

MAINTENANCE AND FIXED CHARGES— Constitute the routine repair and maintenance of buildings, property and equipment required to keep them in operation and prevent deterioration.

MASTER LEASE PROGRAM— A program of financing selected equipment including computers, vehicles and furniture purchases, over multiple years through the issuance of Certificates of Participation. The State of New Jersey, as lessee, is obligated to make payments equal to principal and interest of the certificates. (See also CERTIFICATES OF PARTICIPATION.)

GLOSSARY

MATCHING FUNDS— A type of grant that requires the government or agency receiving the grant to commit a certain amount of funding to a program before funding is made available by the granting authority.

MATERIALS AND SUPPLIES— Materials and supplies are defined as tangible consumable items used for operations not for the maintenance of machinery or equipment.

NON-BUDGETED POSITION— A position, established on a temporary basis, for a limited period of time, using funds available from a Special Purpose appropriation, from balances available from unfilled budgeted positions, or from funds provided as a lump sum amount in a salary appropriation.

NON-STATE FUND (ACCOUNT)— Any fund (or account within a fund) within the General Treasury, the proceeds of which arise from a source other than the General Fund, typically from Federal or foundation grants, pooled inter-governmental funds, or service charges. (See also REVOLVING FUND.)

OBJECT ACCOUNT— This term applies to account classification to identify funds for articles purchased or services obtained (as distinguished from the results obtained from expenditures).

OBJECT CATEGORY— A group of objects of similar character categorized for classification purposes. Examples are personal services, materials and supplies, services other than personal, and maintenance and fixed charges.

OBJECTIVE— A statement of specific, intended, measurable accomplishments related directly to the need, problem or opportunity the services to the client are designed to address.

OBLIGATION— An amount which the State may be required legally to meet out of its resources. It includes not only an actual liability, but also an unliquidated encumbrance, established by the issuance of a purchase order, the execution of a contract calling for payment at some future date, or a liability established in any other lawful way for future payment of a specified amount of money. An obligation normally results in an encumbrance in an appropriation account.

ORGANIZATION— Any State government entity which is established by statute, executive order or departmental order, to carry out one or more programs, for which a separate appropriation is made.

ORIGINAL APPROPRIATION— An appropriation made in the annual Appropriations Act.

PERSONAL SERVICES— An appropriation supporting State employee salaries and wages and other employee benefits.

PROGRAM— A group of related activities directed toward the accomplishment of an identifiable objective; it is established by statute, executive order or departmental order; it is distinguishable by its clientele, organization, subject matter or process.

PROGRAM CLASSIFICATION— An operating program function, consisting of closely related activities with an identifiable objective or goal, which is treated as an identifiable appropriation item.

PROPERTY TAX RELIEF FUND— Accounts for revenues from the New Jersey Gross Income Tax. Revenues realized from the Gross Income Tax are dedicated by the State Constitution. All receipts from taxes levied on personal income of individuals, estates, and trusts must be appropriated exclusively for the purpose of reducing or offsetting property taxes. Annual appropriations are made from the fund, pursuant to formulae established by the Legislature, to counties, municipalities, and school districts.

RAINY DAY FUND— A reserve into which certain revenues are deposited when the amount collected exceeds the amount anticipated. The balance in this fund may be appropriated upon certification by the

Governor that anticipated revenues are less than those certified or to meet emergencies.

REAPPROPRIATION— The appropriation in any fiscal year of funds remaining unexpended at the end of the preceding fiscal year. (See also FUND BALANCE—DESIGNATED.)

RECEIPTS— A general term for cash received which may either satisfy a receivable, be a conversion of another asset or a refund of a prior expenditure; it may also represent revenues earned or realized.

RECEIVABLE— An anticipated sum of money which is treated as revenue because it has been earned and is due. Such sums are available for expenditure by State agencies when properly authorized.

REFERENCE KEY (REF. KEY)— A columnar heading in the appropriation data section of each program budget which identifies to which program classification a particular account relates.

REQUEST YEAR— The fiscal year for which a budget request is made.

REVENUE ACCOUNT— An account established for the purpose of recording the receipt of revenues from a specific source.

REVENUES— Funds received from taxes, fees or other sources that are treated as income to the state and are used to finance expenditures.

REVOLVING FUND (ACCOUNT)— A fund (or an account within any fund) established to finance (1) State activities of a business or commercial nature or (2) the operation of an intragovernmental service agency or enterprise, which generates receipts (income) from the sale of commodities or services. Such receipts are available for the continuing operation of the activity or enterprise.

SERVICES OTHER THAN PERSONAL— Charges to this series of accounts represent the cost of purchased services which are primarily non-personal or of a contract nature under which no employer-employee relationship is established.

SPECIAL PURPOSE APPROPRIATION— A type of appropriation which includes monies for personal services, non personal services, maintenance, etc. but which is appropriated as a single amount and which does not specify amounts for individual objects of expenditure.

SPECIAL REVENUE FUNDS— These funds are used to account for resources legally restricted to expenditure for specified current operating purposes.

SPENDING AGENCY— Any department, board, commission, officer or other State agency to or for which an appropriation is made.

STATE AID— One of the major subdivisions of the State budget; this category shall mean:

1. Monies paid by the State to a local government or to a nongovernmental agency for:
 - a. Assistance distributed to local governments according to a formula.
 - b. Assistance provided to aid local governments according to carry out activities which are the responsibility of the local unit.
 - c. Grants-in-Aid to non-governmental agencies for functions carried out on behalf of a local unit of government.
 - d. Payments specifically designated by law as State Aid.
2. Expenses incurred by a State department or agency on behalf of a local unit of government. Such expenditures may include:
 - a. Monies budgeted by the State to make payments on behalf of local government.
 - b. Administrative costs of State Aid programs.
 - c. Costs of State personnel engaged in services normally provided and paid for by a local government.

GLOSSARY

STATE APPROPRIATIONS LIMITATION ACT— The Act which limits the growth of the Direct State Services subdivision of the State budget based upon the average annual percentage increase in per capita income over the four fiscal years prior to the base year.

STATE TREASURY— A term used generally to refer to all funds (monies) deposited to the credit of the State of New Jersey. It includes the General Fund and funds from all other sources.

STATEWIDE PROGRAM— A functional grouping of related program classifications which contribute to satisfaction of some broader objective or objectives. Each Statewide program is presented as a separate component of the total budget of a department or agency.

STATUTE— A written law enacted by a duly organized and constituted legislative body.

STRATEGIC PLANNING— The process of making present decisions on the allocation of people, assets and priorities to reach an agreed upon objective, after consideration of needs and constraints.

SUPPLEMENTAL APPROPRIATION— An appropriation made in addition to (or supplemental to) the annual Appropriations Act.

SURPLUS— Revenue exceeding expenditures over a given period of time. Also see FUND BALANCE.

TRANSFER (OF APPROPRIATION)— A transaction which reallocates all or part of any item in an appropriation to another item in that appropriation.

TRUST AND AGENCY FUNDS— These funds are used to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

UNEXPENDED BALANCE— The remaining appropriation balance in an account after charging all disbursements and encumbrances.

VETO— An official action by the governor to nullify legislative action.