



State of New Jersey Local Government Services

Year: **Municipal User Friendly Budget**

MUNICIPALITY:

Municode: **Filename:**

Website:

Phone Number:

Mailing Address:

[Email the UFB if not using Outlook](#)

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

Mayor

First Name	Middle Name	Last Name	Term Expires	Business Email
William		Chegwidden	12/31/2022	wchegwidden@whartonnj.com

Chief Administrative Officer

Joseph		Kovalcik Jr.		jkovalcik@whartonnj.com
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Chief Financial Officer

Joseph		Kovalcik Jr.		jkovalcik@whartonnj.com
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Municipal Clerk

Gabrielle		Evangelista		gevangelista@whartonnj.com
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Registered Municipal Accountant

Raymond		Sarinelli		rasarinelli@nisivoccia.com
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Governing Body Members

First Name	Middle Name	Last Name	Term Expires	Business Email
Vincent		Binkoski	12/31/2023	vbinkoski@whartonnj.com
Robert		Norton	12/31/2022	rnorton@whartonnj.com
Sandra		Hayes	12/31/2023	shayes@whartonnj.com
Paola		Vasquez	12/31/2022	pvasquez@whartonnj.com
Nicole		Wickenheisser	12/31/2024	nwickenheisser@whartonnj.com
Tom		Yeager	12/31/2024	Tyeager@whartonnj.com

USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

<u>2021 Calendar Year Property Tax Levies - ALL entities levying property taxes</u>					<u>Current Year 2022 Budget</u>		
	<u>Calendar Year</u>	<u>Calendar Year</u>	<u>% of</u>	<u>Avg Residential</u>	<u>Taxes</u>	<u>Actual/Estimated</u>	<u>Tax Levy</u>
	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Total Levy</u>	<u>Taxpayer Impact</u>			
Municipal Purpose Tax	0.520	\$3,925,365.00	17.04%	\$1,625.75	Municipal Purpose Tax	ACTUAL	\$4,190,039.75
Municipal Library	0.033	\$252,781.00	1.10%	\$104.69	Municipal Library	ACTUAL	\$267,928.30
Municipal Open Space	0.015	\$113,249.39	0.49%	\$46.90	Municipal Open Space	ACTUAL	\$119,219.49
Municipal Arts and Culture			0.00%	\$0.00	Municipal Arts and Culture		
Fire Districts (avg. rate/total levies)			0.00%	\$0.00	Fire Districts (total levies)		
Other Special Districts (total levies)	0.159	\$1,198,094.50	5.20%	\$496.21	Other Special Districts (total levies)	ACTUAL	\$1,277,043.25
Local School District	1.293	\$9,765,800.00	42.40%	\$4,044.67	Local School District	ESTIMATED	\$10,156,432.00
Regional School District	0.767	\$5,790,070.00	25.14%	\$2,398.05	Regional School District	ACTUAL	\$5,841,871.00
County Purposes	0.255	\$1,927,671.58	8.37%	\$798.38	County Purposes	ESTIMATED	\$1,972,008.03
County Library			0.00%	\$0.00	County Library		
County Board of Health			0.00%	\$0.00	County Board of Health		
County Open Space	0.008	\$57,276.46	0.25%	\$23.72	County Open Space	ESTIMATED	\$59,281.14
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
Total (Calendar Year 2021 Budget)	3.050	\$23,030,307.93	100.00%	\$9,538.37	Total ESTIMATED amount to be raised by taxes		\$23,883,822.96
<p>Total Taxable Valuation as of October 1, 2021 \$794,084,700.00 (To be used to calculate the current year tax rate)</p> <p>Current Year Average Residential Assessment \$312,694.00</p>					<p>Revenue Anticipated, Excluding Tax Levy 6,857,730.00</p> <p>Budget Appropriations, before Reserve for Uncollected Taxes</p> <p>Total Non-Municipal Tax Levy \$19,425,854.91</p> <p>Amount to be Raised by Taxes - Before RUT \$12,568,124.91</p> <p>Reserve for Uncollected Taxes (RUT) \$480,177.53</p> <p>Total Amount to be Raised by Taxes \$13,048,302.44</p>		
<u>Prior Year to Current Year Comparison</u>					<p>% of Tax Collections used to Calculate RUT 96.32%</p> <p>If % used exceeds the actual collection % then reference the statutory exception used</p>		
<u>Comparison - Municipal Purposes Tax Rate</u>					<u>Tax Collections - ACTUAL as of Prior Year</u>		
	Prior Year	Current Year	% Change (+/-)		Total Tax Revenue, Collections CY 2021		22,784,787.14
	0.520	0.527	1.40%		Total Tax Levy, CY 2021		23,081,148.73
<u>Comparison - Municipal Purposes Tax Levy</u>					% of Taxes Collected, CY 2021		98.72%
	Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)	Delinquent Taxes - December 31, 2021		\$259,143.40
	\$3,925,365.00	\$4,190,039.75	6.74%	\$264,674.75			
<u>Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)</u>							
	Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)			
	\$1,625.75	\$1,648.49	1.40%	\$22.74			

USER FRIENDLY BUDGET SECTION - ANTICIPATED REVENUE SUMMARY (ALL OPERATING FUNDS)

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Arts and Culture Trust Fund	Water Utility	Sewer Utility	Special Distr. Utility	Utility	Utility
08	Surplus	26.65%	\$897,268.75	\$3,367,051.00	\$4,264,319.75	\$2,997,276.00		\$0.00	\$607,000.00	\$577,143.75	\$82,900.00		
08	Local Revenue	-4.23%	(\$194,510.48)	\$4,601,998.23	\$4,407,487.75	\$296,500.00			\$2,292,987.75	\$1,818,000.00			
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$549,711.00	\$549,711.00	\$549,711.00							
08	Uniform Construction Code Fees	-19.31%	(\$56,720.00)	\$293,720.00	\$237,000.00	\$237,000.00							
	Special Revenue Items w/ Prior Written Consent												
11	Shared Services Agreements	3.14%	\$56,825.43	\$1,808,414.57	\$1,865,240.00	\$1,865,240.00							
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
10	Public and Private Revenue	-100.00%	(\$739,711.58)	\$739,711.58	\$0.00	\$0.00							
08	Other Special Items	108.70%	\$350,000.00	\$322,000.00	\$672,000.00	\$672,000.00							
15	Receipts from Delinquent Taxes	-24.40%	(\$77,465.19)	\$317,465.19	\$240,000.00	\$240,000.00							
	Amount to be raised by taxation												
07	Local Tax for Municipal Purposes	-8.49%	(\$507,427.24)	\$5,974,540.24	\$5,467,113.00	\$4,190,069.75					\$1,277,043.25		
07	Minimum Library Tax	5.99%	\$15,147.30	\$252,781.00	\$267,928.30	\$267,928.30							
54	Open Space Levy Tax	5.30%	\$6,000.00	\$113,249.39	\$119,249.39		\$119,249.39						
56	Arts and Cultural Levy Tax	#DIV/0!	\$0.00		\$0.00								
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	Total	-1.37%	(\$250,593.01)	\$18,340,642.20	\$18,090,049.19	\$11,315,725.05	\$119,249.39	\$0.00	\$2,899,987.75	\$2,395,143.75	\$1,359,943.25	\$0.00	\$0.00

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

FCOA	Budgeted Positions		% Difference Current v. Prior Year	\$ Difference Current v. Prior Year	Total Modified Appropriation for Service Type (Prior Year)	Total Appropriation for Service Type (Current Year)	General Budget	Public&Private Offsets	Open Space Budget	Arts and Culture Trust Fund	Water Utility	Sewer Utility	Special District Utility	Utility	Utility	
	Full-Time	Part-Time														
20	General Government	3.23	8.25	3.49%	\$26,955.00	\$771,495.00	\$798,450.00									
21	Land-Use Administration	1.00	1.00	17.63%	\$19,245.00	\$109,150.00	\$128,395.00									
22	Uniform Construction Code	1.02	7.00	7.71%	\$16,585.00	\$215,210.00	\$231,795.00									
23	Insurance			28.71%	\$214,783.50	\$748,137.00	\$962,920.50						\$235,428.75			
25	Public Safety	22.03	2.00	2.45%	\$38,954.73	\$1,587,820.27	\$1,626,775.00	\$1,621,775.00	\$5,000.00							
26	Public Works	19.08	9.75	2.72%	\$141,870.50	\$5,208,784.50	\$5,350,655.00	\$559,004.00			\$1,947,647.75	\$1,851,528.75	\$992,474.50			
27	Health and Human Services	0.13	1.00	9.83%	\$15,665.00	\$159,295.00	\$174,960.00	\$174,960.00								
28	Parks and Recreation	0.11	8.00	29.43%	\$44,403.49	\$150,855.00	\$195,258.49	\$91,639.00	\$103,619.49							
29	Education (including Library)			-0.87%	(\$2,361.34)	\$270,289.64	\$267,928.30	\$267,928.30								
30	Unclassified			88.63%	\$30,400.00	\$34,300.00	\$64,700.00	\$64,700.00								
31	Utilities and Bulk Purchases			7.01%	\$15,500.00	\$221,240.00	\$236,740.00	\$236,740.00								
32	Landfill / Solid Waste Disposal			#DIV/0!	\$0.00		\$0.00									
35	Contingency			#DIV/0!	\$0.00		\$0.00									
36	Statutory Expenditures			13.74%	\$162,424.00	\$1,181,816.00	\$1,344,240.00	\$1,106,245.00			\$82,340.00	\$78,615.00	\$77,040.00			
37	Judgements			#DIV/0!	\$0.00		\$0.00									
42	Shared Services			7.43%	\$142,015.00	\$1,911,925.00	\$2,053,940.00	\$2,053,940.00								
43	Court and Public Defender			#DIV/0!	\$0.00		\$0.00									
44	Capital			-4.99%	(\$142,750.00)	\$2,858,000.00	\$2,715,250.00	\$1,360,250.00			\$835,000.00	\$465,000.00	\$55,000.00			
45	Debt			-24.48%	(\$16,400.00)	\$67,000.00	\$50,600.00		\$15,600.00		\$35,000.00					
46	Deferred Charges			#DIV/0!	\$1,000,000.00		\$1,000,000.00	\$1,000,000.00								
48	Debt - Type 1 School District			#DIV/0!	\$0.00		\$0.00									
50	Reserve for Uncollected Taxes			6.79%	\$56,415.00	\$831,000.00	\$887,415.00	\$887,415.00								
55	Surplus General Budget			#DIV/0!	\$0.00		\$0.00									
	Total	46.60	37.00	10.80%	\$1,763,704.88	\$16,326,317.41	\$18,090,022.29	\$11,310,728.05	\$5,000.00	\$119,219.49	\$0.00	\$2,899,987.75	\$2,395,143.75	\$1,359,943.25	\$0.00	\$0.00

**USER FRIENDLY BUDGET SECTION
STRUCTURAL BUDGET IMBALANCES**

	<i>Revenues at Risk</i>	<i>Non-recurring appropriation reductions</i>	<i>Future Year Appropriation Increases</i>	<i>Structural Imbalance Offsets</i>	Line Item. Put "X" in cell to the left that corresponds to the type of imbalance.	Amount	Comment/Explanation
X					State Aid - Energy Tax Receipts	\$549,711.00	The State of NJ continues to divert our local revenues for their own use
		X			Pension Payments (PERS & PFRS)		The State of NJ fails to adequately fund their own obligations which puts us at risk

ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA

Property Tax Assessments - Taxable Properties (October 1, 2021 Value)				Property Tax Assessments - Exempt Properties (October 1, 2021 Value)				
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total	
1 Vacant Land	85	\$17,090,900.00	2.15%	15A Public Schools	1	\$20,931,000.00	19.45%	
2 Residential	1,681	\$526,093,300.00	66.25%	15B Other Schools			0.00%	
3A/3B Farm	2	\$342,600.00	0.04%	15C Public Property	63	\$32,939,700.00	30.61%	
4A Commercial	82	\$102,671,000.00	12.93%	15D Church and Charities	7	\$12,090,400.00	11.23%	
4B Industrial	12	\$119,543,000.00	15.05%	15E Cemeteries & Graveyards			0.00%	
4C Apartments	13	\$28,343,900.00	3.57%	15F Other Exempt	14	\$41,653,500.00	38.71%	
5A/5B Railroad			0.00%					
6A/6B Business Personal Property			0.00%					
Total	1,875	\$794,084,700.00	100.00%	Total	85	\$107,614,600.00	100.00%	
Average Ratio (%), Assessed to True Value				98.62%	Percentage of Exempt vs. Non-Exempt Properties			13.55%
Equalized Valuation, Taxable Properties				\$805,196,410.46				
Total # of property tax appeals filed in 2021		County Tax Board	13.00					
		State Tax Court	2.00					
Number of 2021 County Tax Board decisions appealed to Tax Court				0.00				
Number of pending property tax appeals in State Tax Court				4.00				
Amount paid out by municipality for tax appeals in 2021				\$0.00				

Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2021 Total Tax Rate
G Commercial/Industrial Exemption				
I Dwelling Exemption				
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
Total 5 Yr Exemptions/Abatements	0	0.00	0.00	0.00

USER FRIENDLY BUDGET SECTION
Long Term Tax Exemptions

<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>					<u>Prior Budget Year's Payments in Lieu of Tax (PILOT) - Long Term Tax Exemptions</u>				
Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate	Project Name	Type of Project (use drop-down for data entry)	PILOT Billing	Assessed Value	Taxes if Billed In Full 2021 Total Tax Rate
Centennial Court	Aff. Housing	\$34,787.93	\$8,382,500.00	\$255,666.25															
Avalon Bay	Other	\$580,927.63	\$32,060,600.00	\$977,848.30															
Total Long Term Exemptions - Column Total		615,715.56	40,443,100.00	1,233,514.55	Total Long Term Exemptions - Column Total		\$0.00	\$0.00	\$0.00	Total Long Term Exemptions - Column Total		\$0.00	\$0.00	\$0.00	Total Long Term Exemptions - Column Total		\$0.00	\$0.00	\$0.00
Mark "X" if Grand Total					Total Long Term Exemptions - GRAND TOTAL		\$615,715.56	\$40,443,100.00	\$1,233,514.55	Total Long Term Exemptions - GRAND TOTAL		\$615,715.56	\$40,443,100.00	\$1,233,514.55	Total Long Term Exemptions - GRAND TOTAL		\$615,715.56	\$40,443,100.00	\$1,233,514.55

**USER FRIENDLY BUDGET SECTION
BUDGETED PERSONNEL COSTS**

Organization / Individuals Eligible for Benefit	# of Full-Time Employees	# of Part-Time Employees	Total Personnel Cost	Base Pay	Overtime and other Compensation	Pension (Estimate)	Health Benefits Net of Cost Share	Employment Taxes and Other Benefits
Governing Body	0.00	7.00	100,356.65	\$81,175.00	\$0.00	\$12,971.77	\$0.00	\$6,209.89
Supervisory Staff (Department Heads & Managers)	3.60	1.00	941,716.70	\$626,236.40	\$0.00	\$100,072.58	\$167,500.64	\$47,907.08
Police Officers (Including Superior Officers)	23.00	0.00	3,977,536.74	\$2,298,245.18	\$190,362.60	\$801,620.71	\$525,723.00	\$161,585.26
Fire Fighters (Including Superior Officers)	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
All Other Union Employees not listed above	16.00	0.00	1,671,126.32	\$901,701.93	\$218,352.19	\$175,470.21	\$289,917.85	\$85,684.14
All Other Non-Union Employees not listed above	4.00	29.00	1,213,832.61	\$778,312.02	\$0.00	\$175,470.21	\$200,509.51	\$59,540.87
Totals	46.60	37.00	7,904,569.01	\$4,685,670.52	\$408,714.79	\$1,265,605.47	\$1,183,651.00	\$360,927.24

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

NO

Note - **Base Pay** is the annualized rate of pay to which overtime (if eligible) and/or pension is calculated. Either calculation is fine at the discretion of the Local Unit. Overtime and other compensation is any other item that is charged as a salary and wage expense but not included in Base Pay.

USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS

	Current Year # of Covered Members (Medical & Rx)	Current Year Annual Cost Estimate per Employee	Total Current Year Cost	Prior Year # of Covered Members (Medical & Rx)	Prior Year Annual Cost per Employee (Average)	Total Prior Year Cost
Active Employees - Health Benefits - Annual Cost						
Single Coverage	10.00	\$14,772.00	\$147,720.00			\$0.00
Parent & Child	3.00	\$20,688.00	\$62,064.00			\$0.00
Employee & Spouse (or Partner)	7.00	\$33,240.00	\$232,680.00			\$0.00
Family	18.00	\$36,936.00	\$664,848.00			\$0.00
Employee Cost Sharing Contribution (enter as negative -)			(\$247,000.00)			
Subtotal	38.00		\$860,312.00	0.00		\$0.00
Elected Officials - Health Benefits - Annual Cost						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family			\$0.00			\$0.00
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	0.00		\$0.00	0.00		\$0.00
Retirees - Health Benefits - Annual Cost						
Single Coverage			\$0.00			\$0.00
Parent & Child			\$0.00			\$0.00
Employee & Spouse (or Partner)			\$0.00			\$0.00
Family	1	\$35,916.00	\$35,916.00			\$0.00
Employee Cost Sharing Contribution (enter as negative -)						
Subtotal	1.00		\$35,916.00	0.00		\$0.00
GRAND TOTAL	39.00		\$896,228.00	0.00		\$0.00

Note - other health insurances such as dental and vision are not included in this analysis unless included in the employees total premium. Therefore, the total from this sheet may not agree with the budgeted appropriation.

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

No

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

No

**USER FRIENDLY BUDGET SECTION
ACCUMULATED ABSENCE LIABILITY**

Legal basis for benefit
(check applicable items)

Organization/Individuals Eligible for Benefit	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Local Ordinance	Individual Employment Agreement
Police*	858.68	\$391,063.97	X		
Public Works	322.40	\$74,726.21	X		
Non- Union Employees	105.50	\$15,044.32		X	
Business Administrator/CFO	10.00	\$6,730.50		X	
Municipal Clerk	2.14	\$853.69		X	
Police Chief*	244.11	\$11,257.20		X	
Lieutenant*	223.25	\$11,606.17		X	
Public Works Director	31.50	\$6,623.13		X	
*Denotes Estimates					
Totals	1797.58	\$517,905.19			
Total Funds Reserved as of end of 2021		\$443,114.85			
Total Funds Appropriated in 2022		\$0.00			

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

	Gross	Deductions	Net	Current Year	2023	2024	All Additional Future	
	Debt		Debt	Budget	Budget	Budget	Years' Budgets	
Local School Debt	\$673,000.00	\$673,000.00	\$0.00	Utility Fund - Principal	\$26,400.40	\$25,975.92	\$25,975.92	\$24,702.67
Regional School Debt	\$1,987,614.33	\$1,987,614.33	\$0.00	Utility Fund - Interest	\$2,625.00	\$1,968.76	\$1,968.76	\$1,968.76
Utility Fund Debt				Bond Anticipation Notes - Principal				
Arts and Culture			\$0.00	Bond Anticipation Notes - Interest				
Water	\$103,054.91	\$103,054.91	\$0.00	Bonds - Principal				
Sewer			\$0.00	Bonds - Interest				
Special Distr.			\$0.00	Loans & Other Debt - Principal				
0			\$0.00	Loans & Other Debt - Interest				
0			\$0.00	Total	\$29,025.40	\$27,944.68	\$27,944.68	\$26,671.43
<u>Municipal Purposes</u>				Total Principal	\$26,400.40	\$25,975.92	\$25,975.92	\$24,702.67
Debt Authorized	\$1,000,000.00		\$1,000,000.00	Total Interest	\$2,625.00	\$1,968.76	\$1,968.76	\$1,968.76
Notes Outstanding			\$0.00	% of Total Current Year Budget	0.16%			
Bonds Outstanding			\$0.00	Description	Debt Not Listed Above			
Loans and Other Debt			\$0.00	Total Guarantees - Governmental				
Total (Current Year)	\$3,763,669.24	\$2,763,669.24	\$1,000,000.00	Total Guarantees - Other				
Population (2010 census)	<u>6,522</u>			Total Capital/Equipment Leases				
Per Capita Gross Debt	<u>\$577.07</u>			Total Other				
Per Capita Net Debt	<u>\$153.33</u>			Bond Rating	<u>Moody's</u>	<u>Standard & Poors</u>	<u>Fitch</u>	
3 Yr. Average Property Valuation		<u>\$767,391,458.00</u>		Rating				
Net Debt as % of 3 Year Avg Property Valuation		<u>0.13%</u>		Year of Last Rating				
				Mark "X" if Municipality has no bond rating		X		

USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED

Providing or Receiving Services?	Providing Services To/Receiving Services From	Type of Shared Service Provided	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid
Providing	Mine Hill Township	Police Services		5/1/2002	12/31/2024	\$1,823,240.00
Receiving	Borough of Mt. Arlington	Shared Court		1/1/2018	12/31/2028	\$188,700.00
Receiving	County of Morris	911/ Dispatch Services		1/1/1971		\$136,400.00
Providing	County of Morris	Snow Plowing		1/1/2017		Variable
Providing	Wharton Board of Education	Class III Officer		1/1/2019		\$42,000.00

USER FRIENDLY BUDGET SECTION - SHARED SERVICES PROVIDED AND RECEIVED

Providing or Receiving Services?	Providing Services To/Receiving Services From	Type of Shared Service Provided	Notes (Enter more specifics if needed)	Begin Date	End Date	Amount to be Received/Paid

