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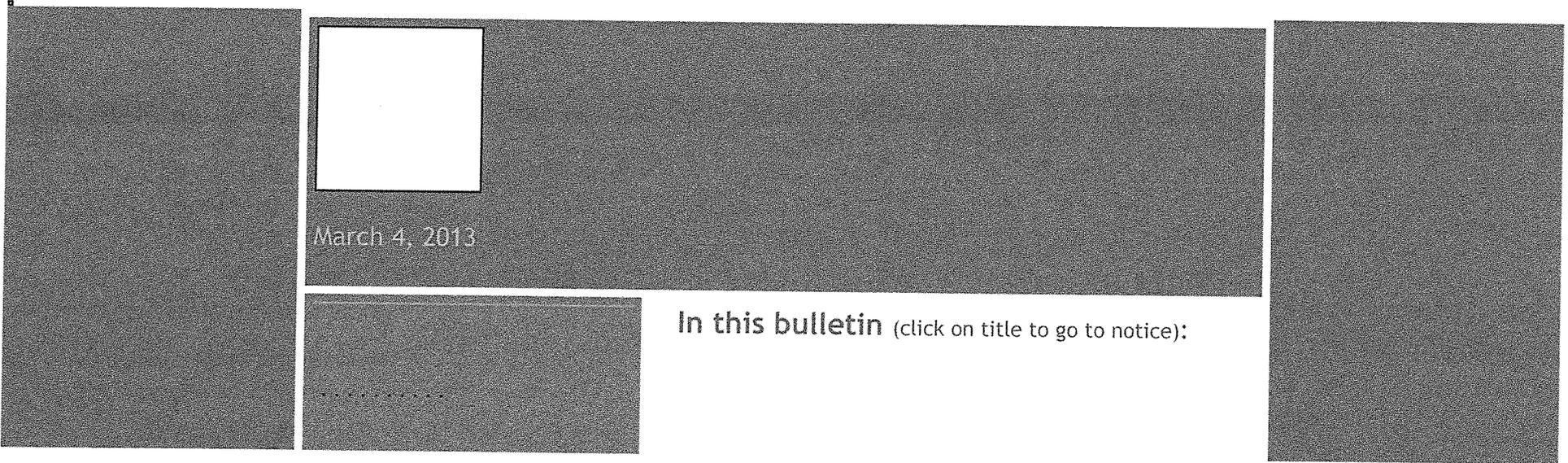
Masser, Michelle

From: Lashway, Lisa
Sent: Monday, March 04, 2013 9:11 AM
To: Canning, Sean; Masser, Michelle
Subject: FW: Downtown New Jersey March newsletter

Lisa Lashway
Mt. Olive Twp. Clerk
973-691-0900 Ext. 7291
FAX 973-691-2080
PO Box 450
Budd Lake, NJ 07828

From: Downtown New Jersey [mailto:info@downtownnj.com]
Sent: Monday, March 04, 2013 8:31 AM
To: Lashway, Lisa
Subject: Downtown New Jersey March newsletter

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March 4, 2013

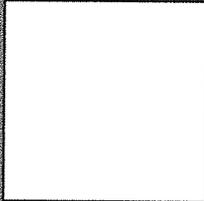
In this bulletin (click on title to go to notice):

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The resource for those passionate about New Jersey downtowns

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Join the Downtown New Jersey discussion group on LinkedIn



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Our Thanks to

Ben Shaffer & Associates, Inc.

www.benshaffer.com

Dewberry

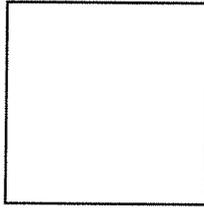
www.dewberry.com

Greenbaum, Rowe, Smith, & Davis LLP

www.greenbaumlaw.com

The Heldrich Center

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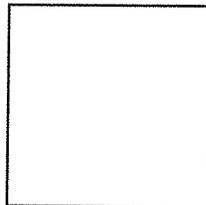
-DNJ Annual Conference, May 16

-DNJ Complimentary Program: Community Insights Recruitment Toolkit: An Effective and Inexpensive Way to Recruit Stores, Restaurants, and Developers

-End of year reports for SIDs/BIDs on annual basis due

-Health In All Policies (HIAP) Workshop

-Help the DNJ on-line library to grow



Save the date- May 16

Downtown New Jersey Annual Conference

**Recovery, Revitalization, and
Redevelopment- moving forward in
New Jersey's Downtowns**

The Louis Berger Group, Inc.

www.louisberger.com

Spark Creative Group

www.spark-creative.net

STORESIGNS.com

www.storesigns.com

Tim Haahs and Associates

www.timhaahs.com

Tom Calu Consulting, LLC

fcalu@comcast.net

Woodmont Properties

www.woodmontpropeties.com

for their continued support
and assistance



The past year has seen New Jersey downtowns dealing with an increasing number of managed districts in turmoil, downtowns exploring new approaches and alternatives to redevelopment, and Superstorm Sandy.

This compact conference will offer two panel discussions: one on resilient downtowns, recovering from disaster and planning for future disasters; and one on "Post Redevelopment," other tools for downtown revitalization.

The setting for this year's conference is an epicenter for both topics: The Avenue, on the oceanfront in Long Branch. Mark your calendar and watch for details.

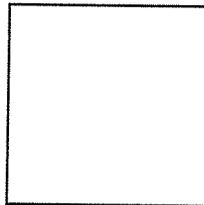
Thursday, May 16, 2013

8:00 a.m. to 1:30 p.m.

The Avenue, Long Branch, NJ

Exhibitor or sponsor information call 888-228-8116 or email info@downtownnj.com

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DNJ Special Complimentary Program

**Community Insights® Recruitment
Toolkit: An Effective and
Inexpensive way to Recruit Stores,
Restaurants, and Developers**

Friday, April 12
10:00 a.m. - 11:00 a.m.

Guest Speaker:

Joe Getz, Principal
JGSC Group
856-662-8800
jgetz@jgscgroup.com
JGSCgroup.com

Location:

**Greenbaum, Rowe, Smith and Davis
Metro Corporate Campus 1
99 Wood Street, 4th floor
Iselin, New Jersey 08830-2712**

RSVP to info@downtownnj.com

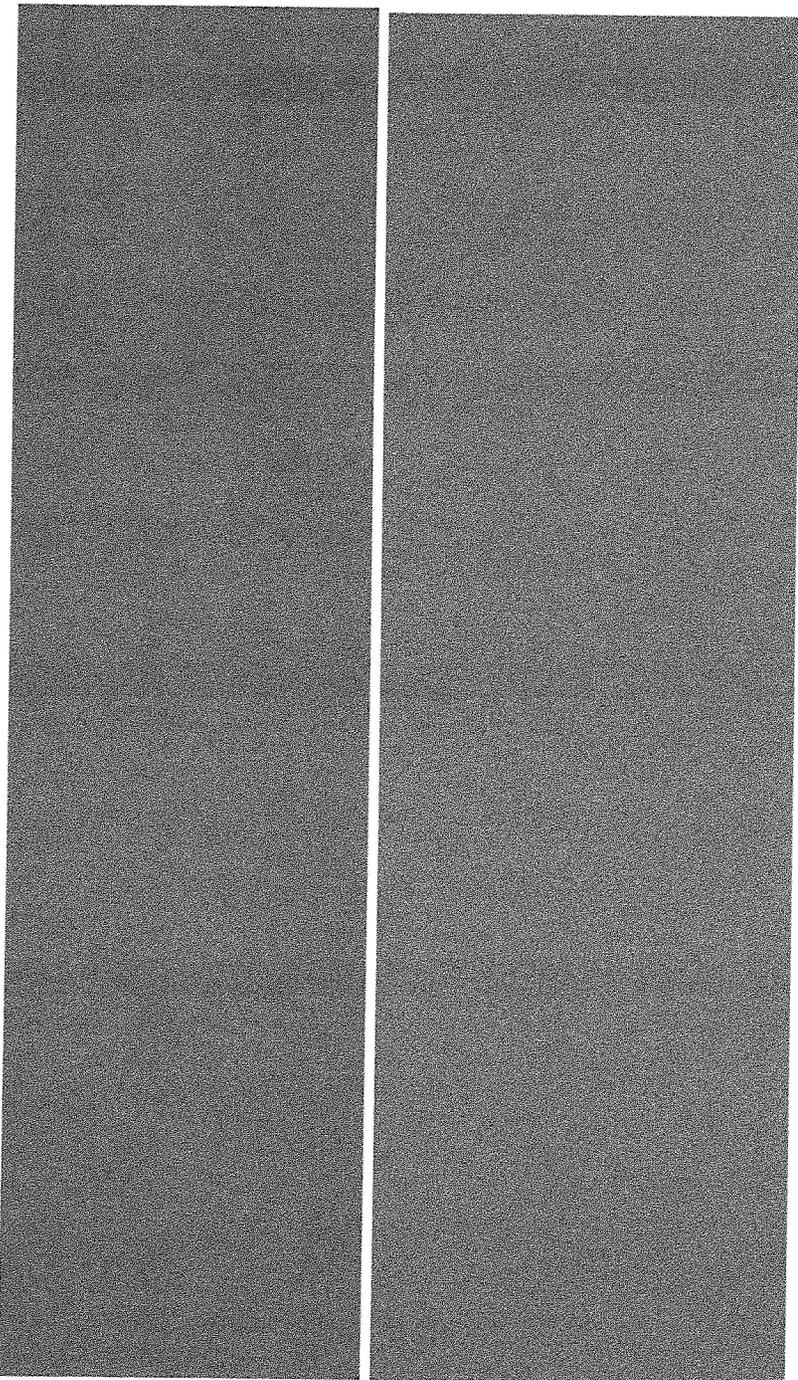
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**A reminder regarding SID/BID
end of year requirements**

The deadlines are near for statutory and IRS required reports of non-profit district management corporations operating on a calendar year basis.

Annual reports to the municipal governing body should have been filed by the end of January.

The annual audit required by N.J.S.A. 40:56-88 is due April 30 , and the New Jersey Charitable Organization Registration Renewal (CRI-200) is due June 30. IRS form 990's are due May 15. Most district management corporations fulfill all of these requirements somewhat simultaneously as typically the accountant conducting the audit also

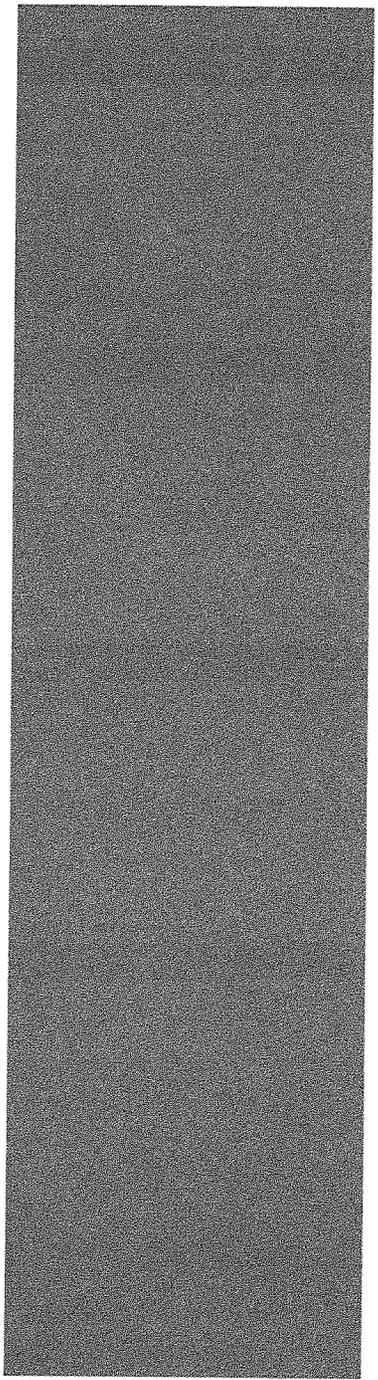


completes the CRI-200 and IRS-990.

A few considerations to keep in mind. Take responsibility for filing the audit with your municipality and the Department of Community Affairs yourself. Delivering it to the municipal clerk and mayor and council members with a cover letter provides you an opportunity to ensure that they are all aware that you are carrying out this accountability practice and reinforces your professional management. Jef Buehler, our liaison with the Department of Community Affairs advises that it is best to send him your audit as an electronic file. His email is jbuehler@DCA.state.nj.us.

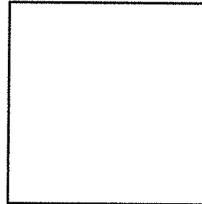
On the IRS-990, if you haven't in the past, be sure you check an answer yes to the questions about whether or not your organization has conflict of interest, record retention, and whistleblower policies. If you don't have these policies in place, let us know (info@downtownnj.com) and we can send you sample policies. Your accountant should also be able to provide them. AND, be sure that your 990 is reviewed by your board of trustees/directors before filing it. That is an IRS requirement.

There is a further benefit to these end-of-year requirements. By adhering to the practices you need to throughout the year in order to meet these reporting requirements, and then fulfilling the reporting



requirements, you are able to point to a high standard of fiscal accountability to which you are adhering.

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Health In All Policies (HIAP)

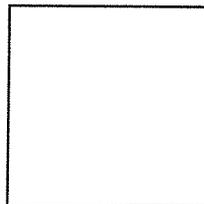
Workshop

Monday, March 18, 8:30 a.m. - 5:00 p.m.
Rutgers University, Cook Campus Center
59 Biel Road, New Brunswick, NJ

- Understand the concepts of HIAP and the value in taking a HIAP approach
- Learn about examples of successful HIAP efforts in housing, land use and transit
- Acquire practical skills that can help integrate HIAP concepts in everyday practices

[Click here for more details](#)

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**Help Downtown New Jersey
build our on-line library of information
for SIDs and BIDs**

Visit the new Downtown New Jersey web site and from the home page you can access a growing library of resources for downtowns. This is one of those "you get what you give" kind of resources where the more you add to it, the more others will add to it, and the more you will have easy access to.

Please send us electronic copies of whatever of the following documents that you can from your special or business improvement district:

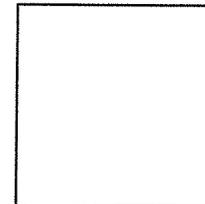
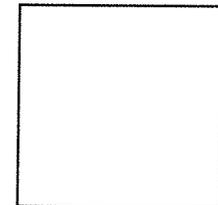
- Ordinance creating SID/BID
- By Laws
- Sign ordinance
- Outdoor dining ordinance (if you have one)
- Outdoor display of merchandise ordinance
- Personnel manual
- Budget
- Annual report

Please send your electronic files to info@downtownnj.com. Thank you for helping to build this resource.

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Downtown New Jersey, Inc.
PO Box 63
Spring Lake, NJ 07762
888-228-8116 info@downtownnj.com

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