



**Year:**  **Municipal User Friendly Budget**

**MUNICIPALITY:** 557

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**Municode:**

**Filename:** 2014\_fbi\_2020.xlsm

**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
			12/31/23	

**Chief Administrative Officer**

Jack		Layne		jlayne@boroughofroselle.com
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**Chief Financial Officer**

Anders		Hasseler		ahasseler@boroughofroselle.com
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**Municipal Clerk**

Lydia		Massey - Acting		lmasey@boroughofroselle.com
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**Registered Municipal Accountant**

Warren		Korecky		WMKorecky@aol.com
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**Governing Body Members**

First Name	Middle Name	Last Name	Term Expires	Business Email
Denise		Wilkerson	12/31/22	dwillkerson@boroughofroselle.com
Isabel		Sousa	12/31/20	isousa@boroughofroselle.com
Brandon		Bernier	12/31/21	bbernier@boroughofroselle.com
Cynthia		Johnson	12/31/20	cjohnson@boroughofroselle.com
Cindy		Thomas	12/31/22	cthomas@boroughofroselle.com
John		Fortuna	12/31/21	jfortuna@boroughofroselle.com

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Date Acknowledged:

Acknowledged by:

**USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN**

<b>2019 Calendar Year Property Tax Levies - ALL entities levying property taxes</b>					<b>Current Year 2020 Budget</b>		
	<b>Calendar Year Tax Rate</b>	<b>Calendar Year Tax Levy</b>	<b>% of Total Levy</b>	<b>Avg Residential Taxpayer Impact</b>	<b>Taxes</b>	<b>Actual/Estimated</b>	<b>Tax Levy</b>
Municipal Purpose Tax	4.172	\$32,343,162.00	49.97%	\$5,002.08	Municipal Purpose Tax	ACTUAL	\$32,689,518.24
Municipal Library	0.060	\$464,226.52	0.72%	\$71.94	Municipal Library	ACTUAL	\$518,689.60
Municipal Open Space			0.00%	\$0.00	Municipal Open Space		
Fire Districts (avg. rate/total levies)			0.00%	\$0.00	Fire Districts (total levies)		
Other Special Districts (total levies)			0.00%	\$0.00	Other Special Districts (total levies)		
Local School District	3.178	\$24,630,195.00	38.05%	\$3,810.31	Local School District	ACTUAL	\$25,122,799.00
Regional School District			0.00%	\$0.00	Regional School District		
County Purposes	0.913	\$7,082,594.73	10.94%	\$1,094.65	County Purposes	ESTIMATED	\$7,707,955.41
County Library			0.00%	\$0.00	County Library		
County Board of Health			0.00%	\$0.00	County Board of Health		
County Open Space	0.027	\$210,946.17	0.33%	\$32.37	County Open Space	ESTIMATED	\$236,981.73
Other County Levies (total)			0.00%	\$0.00	Other County Levies (total)		
<b>Total (Calendar Year 2019 Budget)</b>	<b>8.350</b>	<b>\$64,731,124.42</b>	<b>100.00%</b>	<b>\$10,011.35</b>	<b>Total ESTIMATED amount to be raised by taxes</b>		<b>\$66,275,943.98</b>
Total Taxable Valuation as of October 1, 2019 <u>\$783,545,443.00</u> (To be used to calculate the current year tax rate)					Revenue Anticipated, Excluding Tax Levy <u>11,472,661.98</u>		
Current Year Average Residential Assessment <u>\$119,896.43</u>					Budget Appropriations, before Reserve for Uncollected Taxes <u>42,180,869.82</u>		
<b><u>Prior Year to Current Year Comparison</u></b>					Total Non-Municipal Tax Levy <u>\$33,067,736.14</u>		
<b><u>Comparison - Municipal Purposes Tax Rate</u></b>					Amount to be Raised by Taxes - Before RUT <u>\$63,775,943.98</u>		
Prior Year	Current Year	% Change (+/-)			Reserve for Uncollected Taxes (RUT) <u>\$2,505,436.17</u>		
4.172	4.172	0.00%			Total Amount to be Raised by Taxes <u>\$66,281,380.15</u>		
<b><u>Comparison - Municipal Purposes Tax Levy</u></b>					% of Tax Collections used to Calculate RUT <u>96.22%</u>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		If % used exceeds the actual collection % then reference the statutory exception used		
\$32,343,162.00	\$32,689,518.24	1.07%	\$346,356.24				
<b><u>Comparison - Impact on Avg. Residential Tax Payment (</u></b>					<b>Tax Collections - ACTUAL as of Prior Year</b>		
Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)		Total Tax Revenue, Collections CY 2019 <u>62,619,021.51</u>		
\$5,002.08	\$5,002.08	0.00%	(\$0.00)		Total Tax Levy, CY 2019 <u>65,714,324.60</u>		
					% of Taxes Collected, CY 2019 <u>95.29%</u>		
					Delinquent Taxes - December 31, 2019 <u>\$3,095,303.09</u>		

**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	Utility	Utility	Utility	Utility	Utility	Utility
08	Surplus	12.63%	\$300,000.00	\$2,375,000.00	\$2,675,000.00	\$2,675,000.00							
08	Local Revenue	-8.15%	(\$114,466.23)	\$1,404,766.23	\$1,290,300.00	\$1,290,300.00							
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$2,441,981.00	\$2,441,981.00	\$2,441,981.00							
08	Uniform Construction Code Fees	-46.28%	(\$344,664.51)	\$744,664.51	\$400,000.00	\$400,000.00							
<b><i>Special Revenue Items w/ Prior Written Consent</i></b>													
11	Shared Services Agreements	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
10	Public and Private Revenue	124.88%	\$646,419.52	\$517,617.75	\$1,164,037.27	\$1,164,037.27							
08	Other Special Items	-11.42%	(\$199,987.04)	\$1,751,330.75	\$1,551,343.71	\$1,551,343.71							
15	Receipts from Delinquent Taxes	-18.97%	(\$456,613.82)	\$2,406,613.82	\$1,950,000.00	\$1,950,000.00							
<b><i>Amount to be raised by taxation</i></b>													
07	Local Tax for Municipal Purposes	1.07%	\$346,356.24	\$32,343,162.00	\$32,689,518.24	\$32,689,518.24							
07	Minimum Library Tax	11.73%	\$54,459.60	\$464,230.00	\$518,689.60	\$518,689.60							
54	Open Space Levy Tax	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
07	Addition to Local District School Tax	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
08	Deficit General Budget	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00							
	<b>Total</b>	<b>0.52%</b>	<b>\$231,503.76</b>	<b>\$44,449,366.06</b>	<b>\$44,680,869.82</b>	<b>\$44,680,869.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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	Utility	Utility	Utility	Utility	Utility	Utility	
	Full-Time	Part-Time														
20	General Government	16.00	9.00	7.97%	\$228,300.00	\$2,863,100.00	\$3,091,400.00	\$3,053,400.00	\$38,000.00							
21	Land-Use Administration		1.00	-15.48%	(\$7,600.00)	\$49,100.00	\$41,500.00	\$41,500.00								
22	Uniform Construction Code	9.00	9.00	7.79%	\$61,000.00	\$783,500.00	\$844,500.00	\$844,500.00								
23	Insurance			5.86%	\$453,412.00	\$7,736,588.00	\$8,190,000.00	\$8,190,000.00								
25	Public Safety	100.00	4.00	-2.79%	(\$344,902.85)	\$12,352,228.37	\$12,007,325.52	\$11,851,100.00	\$156,225.52							
26	Public Works	34.00	8.00	-3.39%	(\$146,400.16)	\$4,322,400.16	\$4,176,000.00	\$4,176,000.00								
27	Health and Human Services	3.00	1.00	25.81%	\$100,000.00	\$387,500.00	\$487,500.00	\$487,500.00								
28	Parks and Recreation	2.00	4.00	104.42%	\$647,721.78	\$620,278.22	\$1,268,000.00	\$268,000.00	\$1,000,000.00							
29	Education (including Library)	4.00	9.00	12.01%	\$55,770.00	\$464,230.00	\$520,000.00	\$520,000.00								
30	Unclassified			900.00%	\$90,000.00	\$10,000.00	\$100,000.00	\$100,000.00								
31	Utilities and Bulk Purchases			5.35%	\$55,000.00	\$1,028,000.00	\$1,083,000.00	\$1,083,000.00								
32	Landfill / Solid Waste Disposal			0.00%	\$0.00	\$2,958,318.00	\$2,958,318.00	\$2,958,318.00								
35	Contingency			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
36	Statutory Expenditures			-1.02%	(\$40,420.00)	\$3,960,535.00	\$3,920,115.00	\$3,920,115.00								
37	Judgments			#DIV/0!	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00								
42	Shared Services			#DIV/0!	\$31,000.00	\$0.00	\$31,000.00	\$31,000.00								
43	Court and Public Defender	4.00	5.00	22.36%	\$78,600.00	\$351,450.00	\$430,050.00	\$430,050.00								
44	Capital			0.00%	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00								
45	Debt			5.03%	\$116,968.00	\$2,325,632.00	\$2,442,600.00	\$2,442,600.00								
46	Deferred Charges			179.67%	\$250,267.84	\$139,293.46	\$389,561.30	\$389,561.30								
48	Debt - Type 1 School District			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
50	Reserve for Uncollected Taxes			-7.41%	(\$200,000.00)	\$2,700,000.00	\$2,500,000.00	\$2,500,000.00								
55	Surplus General Budget			#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00								
	<b>Total</b>	<b>172.00</b>	<b>50.00</b>	<b>3.54%</b>	<b>\$1,528,716.61</b>	<b>\$43,152,153.21</b>	<b>\$44,680,869.82</b>	<b>\$43,486,644.30</b>	<b>\$1,194,225.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA**

<b>Property Tax Assessments - Taxable Properties (October 1, 2019 Value)</b>				<b>Property Tax Assessments - Exempt Properties (October 1, 2019 Value)</b>			
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total
1 Vacant Land	85	\$4,090,800.00	0.52%	15A Public Schools	11	\$26,559,000.00	13.07%
2 Residential	5,229	\$626,938,448.00	80.00%	15B Other Schools	4	\$19,111,800.00	9.40%
3A/3B Farm	0	\$0.00	0.00%	15C Public Property	154	\$69,757,600.00	34.32%
4A Commercial	221	\$74,354,700.00	9.49%	15D Church and Charities	60	\$23,107,400.00	11.37%
4B Industrial	87	\$32,040,200.00	4.09%	15E Cemeteries & Graveyards	0	\$0.00	0.00%
4C Apartments	48	\$43,557,700.00	5.56%	15F Other Exempt	41	\$64,708,100.00	31.84%
5A/5B Railroad		\$161,900.00	0.02%				
6A/6B Business Personal Property		\$2,563,595.00	0.33%				
<b>Total</b>	<b>5,670</b>	<b>\$783,707,343.00</b>	<b>100.00%</b>	<b>Total</b>	<b>270</b>	<b>\$203,243,900.00</b>	<b>100.00%</b>
<b>Average Ratio (%), Assessed to True Value</b>		<b>49.74%</b>		<b>Percentage of Exempt vs. Non-Exempt Properties</b>			
<b>Equalized Valuation, Taxable Properties</b>		<b>\$1,575,599,121.25</b>		<b>25.93%</b>			
<b>Total # of property tax appeals filed in 2019</b>		<b>County Tax Board</b>	<b>162.00</b>				
		<b>State Tax Court</b>					
<b>Number of 2019 County Tax Board decisions appealed to Tax Court</b>			<b>138.00</b>				
<b>Number of pending property tax appeals in State Tax Court</b>			<b>24.00</b>				
<b>Amount paid out by municipality for tax appeals in 2019</b>			<b>\$1,496,400.00</b>				

<b>Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements</b>				
	# of Parcels	PILOT Billing/Revenue	Assessed Value	Taxes if Billed in Full 2019 Total Tax Rate
G Commercial/Industrial Exemption				
I Dwelling Exemption	36		\$2,164,350.00	\$180,723.23
J Dwelling Abatement				
K New Dwelling/Conversion Exemption				
L New Dwelling/Conversion Abatement				
N Multiple Dwelling Exemption				
O Multiple Dwelling Abatement				
<b>Total 5 Yr Exemptions/Abatements</b>	<b>36</b>	<b>0.00</b>	<b>2,164,350.00</b>	<b>180,723.23</b>





**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		7.00	232,479.69	\$110,000.00	\$14,885.50	\$3,300.00	\$94,740.45	\$9,553.74
Supervisory Staff (Department Heads & Managers)	12.00		1,721,704.38	\$1,196,786.66	\$81,096.29	\$160,381.38	\$185,682.00	\$97,758.05
Police Officers (Including Superior Officers)	55.00		9,153,494.93	\$6,023,976.90	\$574,934.25	\$1,650,569.67	\$808,329.90	\$95,684.21
Fire Fighters (Including Superior Officers)	33.00		5,023,669.93	\$3,413,213.63	\$147,661.19	\$935,220.53	\$475,941.90	\$51,632.68
All Other Union Employees not listed above	59.00	19.00	5,756,273.96	\$3,145,792.39	\$333,093.83	\$421,567.64	\$1,589,685.30	\$266,134.80
All Other Non-Union Employees not listed above	12.00	37.00	1,853,884.91	\$1,445,707.48	\$84,052.39	\$193,739.26	\$13,359.15	\$117,026.63
<b>Totals</b>	<b>171.00</b>	<b>63.00</b>	<b>#####</b>	<b>#####</b>	<b>\$1,235,723.45</b>	<b>\$3,364,778.48</b>	<b>\$3,167,738.70</b>	<b>\$637,790.11</b>

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

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**

	<b>Current Year # of Covered Members (Medical &amp; Rx)</b>	<b>Current Year Annual Cost Estimate per Employee</b>	<b>Total Current Year Cost</b>	<b>Prior Year # of Covered Members (Medical &amp; Rx)</b>	<b>Prior Year Annual Cost per Employee (Average)</b>	<b>Total Prior Year Cost</b>
<b>Active Employees - Health Benefits - Annual Cost</b>						
Single Coverage	65.00	\$15,543.19	\$1,010,307.35	67	\$14,687.48	\$984,061.16
Parent & Child	28.00	\$22,231.48	\$622,481.44	26	\$20,970.48	\$545,232.48
Employee & Spouse (or Partner)	10.00	\$34,835.21	\$348,352.10	11	\$32,965.75	\$362,623.25
Family	33.00	\$108,511.40	\$3,580,876.20	33	\$37,125.67	\$1,225,147.11
Employee Cost Sharing Contribution (enter as negative - )			(\$758,664.48)			(\$758,846.40)
<b>Subtotal</b>	<b>136.00</b>		<b>\$4,803,352.61</b>	<b>137.00</b>		<b>\$2,358,217.60</b>
<b>Elected Officials - Health Benefits - Annual Cost</b>						
Single Coverage	1	\$15,906.12	\$15,906.12	1	\$15,020.52	\$15,020.52
Parent & Child			\$0.00	0	\$0.00	\$0.00
Employee & Spouse (or Partner)	1	\$34,627.44	\$34,627.44	1	\$32,698.20	\$32,698.20
Family			\$0.00	1	\$37,024.68	\$37,024.68
Employee Cost Sharing Contribution (enter as negative - )			(\$1,901.28)			(\$3,010.32)
<b>Subtotal</b>	<b>2.00</b>		<b>\$48,632.28</b>	<b>3.00</b>		<b>\$81,733.08</b>
<b>Retirees - Health Benefits - Annual Cost</b>						
Single Coverage	54	\$14,174.41	\$765,418.14	51	\$13,546.71	\$690,882.21
Parent & Child	4	\$26,412.36	\$105,649.44	5	\$25,077.05	\$125,385.25
Employee & Spouse (or Partner)	48	\$30,727.32	\$1,474,911.36	47	\$28,811.94	\$1,354,161.18
Family	31	\$47,547.65	\$1,473,977.15	30	\$44,897.83	\$1,346,934.90
Employee Cost Sharing Contribution (enter as negative - )			(\$1,778.04)			\$0.00
<b>Subtotal</b>	<b>137.00</b>		<b>\$3,818,178.05</b>	<b>133.00</b>		<b>\$3,517,363.54</b>
<b>GRAND TOTAL</b>	<b>275.00</b>		<b>\$8,670,162.94</b>	<b>273.00</b>		<b>\$5,957,314.22</b>

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)?**

<b>NO</b>
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**Is prescription drug coverage provided by the SHBP (Yes or No)?**

<b>NO</b>
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**USER FRIENDLY BUDGET SECTION  
ACCUMULATED ABSENCE LIABILITY**

Legal basis for benefit  
(check applicable items)

Organization/Individuals Eligible for Benefit	Gross Days of	Dollar Value of	Approved	Local	Individual
Borough Administration	29.00	\$12,826.92		X	
CFO	0.00	\$0.00		X	
Municipal Clerk	22.00	\$6,699.90		X	
Tax Collector	36.00	\$9,692.30		X	
Health Officer	124.50	\$71,108.65		X	
Code Enforcement Division Head	14.00	\$3,230.77		X	
Court Administrator	20.00	\$6,153.85		X	
Recreation Division Head	25.00	\$6,730.77		X	
Fire Department	20.20	\$13,485.16	X		
Police Department	3133.60	\$1,703,390.80	X		
Administration	57.00	\$13,776.92		X	
Public Works Department	738.50	\$167,470.25	X	X	
Clerical Workers	630.00	\$170,616.85	X		
Police Department - Dispatchers	112.50	\$63,132.77	X		
Police Department - Parking Enforcement	0.00	\$0.00	X		
Building Official	0.00	\$0.00		X	
Recreation	39.00	\$3,455.06	X	X	
Payroll Department	31.00	\$6,557.69		X	
<b>Totals</b>	5032.30	\$2,258,328.66			
<b>Total Funds Reserved as of end of 2019</b>		\$61,500.00			
<b>Total Funds Appropriated in 2020</b>		\$100,000.00			

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

	Gross Debt	Deductions	Net Debt		Current Year Budget	2021 Budget	2022 Budget	All Additional Future Years' Budgets
Local School Debt			\$0.00	Utility Fund - Principal				
Regional School Debt			\$0.00	Utility Fund - Interest				
Utility Fund Debt				Bond Anticipation Notes - Principal	\$110,000.00			
0			\$0.00	Bond Anticipation Notes - Interest	\$550,000.00			
0			\$0.00	Bonds - Principal	\$1,100,000.00	\$1,086,000.00	\$1,265,000.00	\$18,119,000.00
0			\$0.00	Bonds - Interest	\$575,000.00	\$555,023.76	\$531,613.76	\$3,433,211.34
0			\$0.00	Loans & Other Debt - Principal	\$80,171.84	\$80,171.84	\$84,510.84	\$821,154.86
0			\$0.00	Loans & Other Debt - Interest	\$27,428.16	\$17,366.54	\$15,616.54	\$308,938.32
0			\$0.00					
0			\$0.00	<b>Total</b>	<b>\$2,442,600.00</b>	<b>\$1,738,562.14</b>	<b>\$1,896,741.14</b>	<b>\$22,682,304.52</b>
<u>Municipal Purposes</u>				Total Principal	\$1,290,171.84	\$1,166,171.84	\$1,349,510.84	\$18,940,154.86
Debt Authorized	\$1,896,576.00		\$1,896,576.00	Total Interest	\$1,152,428.16	\$572,390.30	\$547,230.30	\$3,742,149.66
Notes Outstanding	\$34,768,236.00	\$18,581,067.77	\$16,187,168.23	% of Total Current Year Budget	5.47%			
Bonds Outstanding	\$21,540,000.00		\$21,540,000.00					
Loans and Other Debt	\$1,059,192.08		\$1,059,192.08					
<b>Total (Current Year)</b>	<b>\$59,264,004.08</b>	<b>\$18,581,067.77</b>	<b>\$40,682,936.31</b>	<u>Description</u>	<u>Debt Not Listed Above</u>			
Population (2010 census)	<u>21,274</u>			Total Guarantees - Governmental				
Per Capita Gross Debt	<u>\$2,785.75</u>			Total Guarantees - Other				
Per Capita Net Debt	<u>\$1,912.33</u>			Total Capital/Equipment Leases				
3 Yr. Average Property Valuation		<u>\$1,445,230,344.67</u>		Total Other				
Net Debt as % of 3 Year Avg Property Valuation		<u>2.81%</u>		<u>Bond Rating</u>	<u>Moody's</u>	<u>Standard &amp; Poors</u>	<u>Fitch</u>	
				Rating		A+		
				Year of Last Rating		2019		
				<b>Mark "X" if Municipality has no bond rating</b>				

**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
<b>Receiving</b>	Associated Human Services	Animal Contract	located in Newark	1/1/20	12/31/20	\$31,000.00



**USER FRIENDLY BUDGET SECTION - Notes**

(Press ALT-Enter to go to a new line in each cell)
