

DIVISION OF LOCAL GOVERNMENT SERVICES



FAST UPDATE FROM THE DLGS

OVERVIEW

- Changes to the FAST process
- Annual Debt Statements/Supplemental Debt Statement
- Audit
- Annual Financial Statements
- Budget

WHAT THE WHAT IS GOING ON WITH FAST

SAME OL' FAST

- Management, Analyzing, and Reporting
- Submission Process
- ADS, SDS & Audit
- Open Data Portal (under construction)

NEW TO FAST

- Downloaded Uniform Spreadsheets for AFS & Budget
- Populating Data in Spreadsheet Rather than Direct Input in Portal
- Reduced Unnecessary System Complexity
- Improved Accuracy and Consistency of Data
- Improved User Experience



NO CHANGES FOR...

Annual Debt Statements

or

**Supplemental Debt
Statements**

- Input is still by entering data directly into the portal
 - Submission of the ADS and SDS – An official document is auto-generated once submitted
 - LGE's that are over debt limit of 3.5% must contact the DLGS to generate a SDS
- 

NO CHANGES IN THE PROCESS FOR AUDIT

AUDITOR RESPONSIBILITY

- All Balance Sheet amounts need to be updated directly in the portal (No PY rollover). Balances may be updated by any portal user, however Auditor must verify prior to submission*.
- All Findings, repeat findings, and recommendations must be entered directly in the portal.
- Upload PDF of LGE Audit to “Notes and Attachments” (max. file size 10MG)
- Upload all applicable reports to “Notes and Attachments with individual muni code and name of report.
xxxx_dogreport_2019

- Balance Sheets
- Findings Verified

Upload if Applicable

- Internal Control Questionnaire
- Dog Report
- Court Report
- Audit Report
- Single Audit
- Single Audit is not included and will be submitted separately
- UCC Report

NO CHANGES IN THE PROCESS FOR AUDIT

LGE/CFO RESPONSIBILITY

- *In coordination with Auditor, verify Balance Sheet amount in FAST portal, prior to Auditor submission.
- Corrective Action responses by CFO must be entered directly in the portal. (Attach Resolution)
- Upload all applicable reports to “Notes and Attachments with individual muni code and name of report. xxxx_proofpublication_2019

- Resolution Group Affidavit Form
- Proof of Publication of Synopsis of Audit
- Corrective Action Plan tab is complete if Findings are present and attached Resolution

The background is a dark teal gradient. In the corners, there are white, stylized circuit board traces with circular nodes, resembling a network or data flow diagram.

ANNUAL FINANCIAL STATEMENTS WHY, WHAT & HOW?

WHY THE CHANGE IN AFS FORMAT?

- Software Challenges
- User Friendly
- Local Government Officials Concerns
 - Difficulty in using the portal
 - Time commitments in entering the data
 - Improving accuracy and consistency in data
 - Reduced complexity
 - Verifiable results

WHAT'S IN THE AFS FORMAT

- Standardized for uniform results
- Locked formulas to streamline workflow process and assure complete and accurate transmission through FAST portal
- Two version workbook – download from the DLGS website or FAST AFS portal
 - Standard version for most municipalities– see quick guide for maximum availability of page and line for data entry
 - Expanded version for large municipalities and counties

HOW TO SUBMIT ANNUAL FINANCIAL STATEMENT

- Standardized naming convention – <<municode>>_AFS_2019
- Save file for LGE record
- Upload the workbook – any portal user can upload and save
- Submit to the DLGS in FAST portal by 3/2/2020 – only the CFO has permission to submit
- Email confirmation to CFO

A STANDARDIZED BUDGET WORKBOOK

- 2 versions – standard size and extended size
- Introduced record & Adopted record
- FCOA Addition Information for Tax & Budget Summary

FEATURES IN THE INTRODUCED BUDGET WORKBOOK

- Download and save to local drive the standardized workbook
- Enter data to workbook in preparation of the Introduced Budget
 - Key Input tab to set up document
 - Standard accounts already available in workbook
 - Formulas for totals where necessary – change one number and updates entire workbook
 - FCOA - updated on the DLGS FAST website
 - Ability to enter sub totals for sub-departments
 - Tax Summary, Budget Summary, Advertisement and RUT included

BUDGET TEMPLATE WORK BOOK KEY INPUT



Lets take a look

INTRODUCED SUBMISSION TO DLGS

- Standardized naming convention – <<municode>>_Introbudget_2020
- Save file for LGE record
- Upload the Introduced budget workbook, Levy Cap, COLA ordinance and any other supporting documents – any portal user can upload and save
- One (1) printed copy mailed to the DLGS
- Submit to the DLGS in FAST portal by 3/30/2020* – only the CFO has permission to submit
- Email confirmation to CFO
- Group 1* are not eligible for self-exam
 - *unless otherwise rendered by DLGS

FAST BUDGET PORTAL

Municipality Budgets

Financial Automation Submission and Tracking

Download Municipality Budget Workbook
[Standard Version Municipality Budget Workbook](#) - or - [Expanded Version Municipality Budget Workbook](#)

Search Budget

Muni Budget Name ↑	Data: Current Budget Year (CY)	Status Reason	
Aberdeen Township - 12/31/2018 Budget	2018	Submitted	▼
Aberdeen Township - 12/31/2019 Budget	2019	Draft Introduction	▼
Aberdeen Township - 2020 Budget (Adopted)	2020	Active	▼
Aberdeen Township - 2020 Budget (Introduced)	2020	Active	▼

INTRODUCED BUDGET

Upload Introduced/Approved Budget
<<municode>>_introbudget_2020.

Upload additional required documents

<municode>_lcc_2020

<municode>_colai_2020

<municode>_colaa_2020

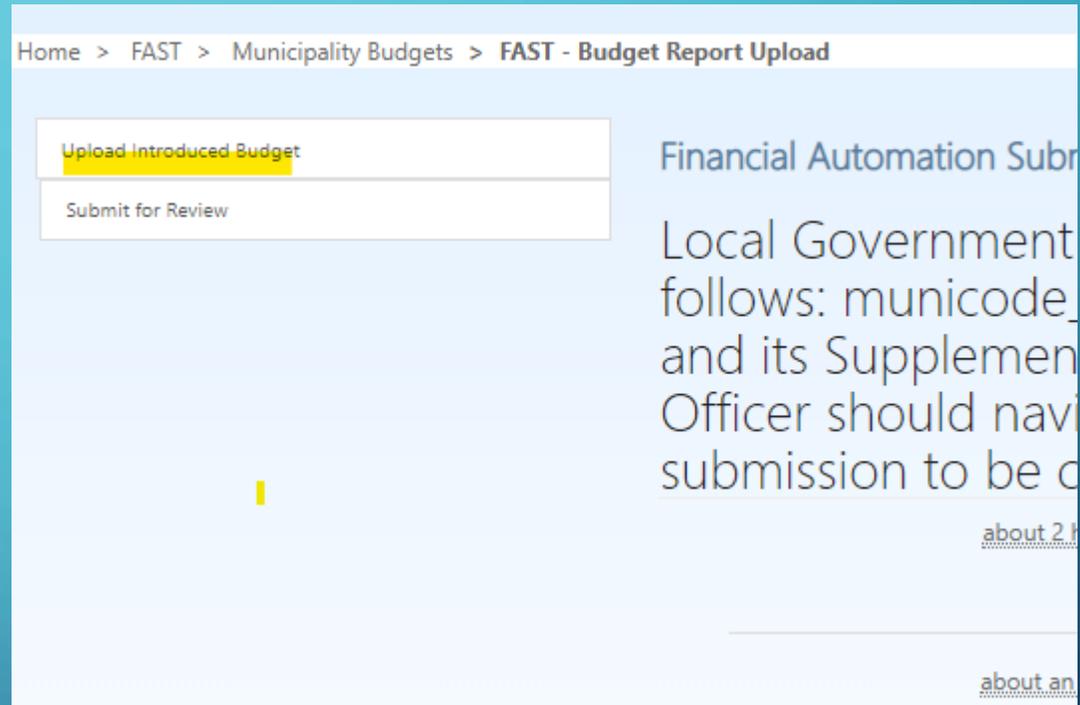
<municode>_grant1_2020

<municode>_pilot_2020

<municode>shareserv_2020

<municode>cnc_2020

<municode>"other"_2020



SUBMITTING THE INTRODUCED BUDGET

- Only the Chief Financial Officer may submit on behalf of the municipality
- Select the “Submit for Review” tab
- Enter the “Public Hearing Date”
- Submit to the DLGS
- Mail one (1) paper copy to the DLGS

Home > FAST > Municipality Budgets > FAST - Budget Submit for Review

Upload Introduced Budget

Submit for Review

Financial Automation Submission and Tracking

I understand that by clicking the “Submit” button after filling out the P package to the State for review under the applicable Statute.

Public Hearing Date *

2/29/2020 2:20 PM

Submit

BUDGET EXAM PROCESS

- DLGS will notify CFO of Examiner and change status in FAST to “Under Review” (if not self-exam)
- Any additional official documents uploaded to ‘Notes and Attachments’ tab

Note: Any documents that are not part of the “official” budget review should not be uploaded to the portal

AMENDING THE BUDGET BEFORE ADOPTION

- Only Amendments by Resolution shall be uploaded to the FAST – “**Adopted Budget**” upload tab.
- CFO shall notify budget examiner of amendment if under review
- Upload Amendment(s) with <municode>_amend<1>_2020

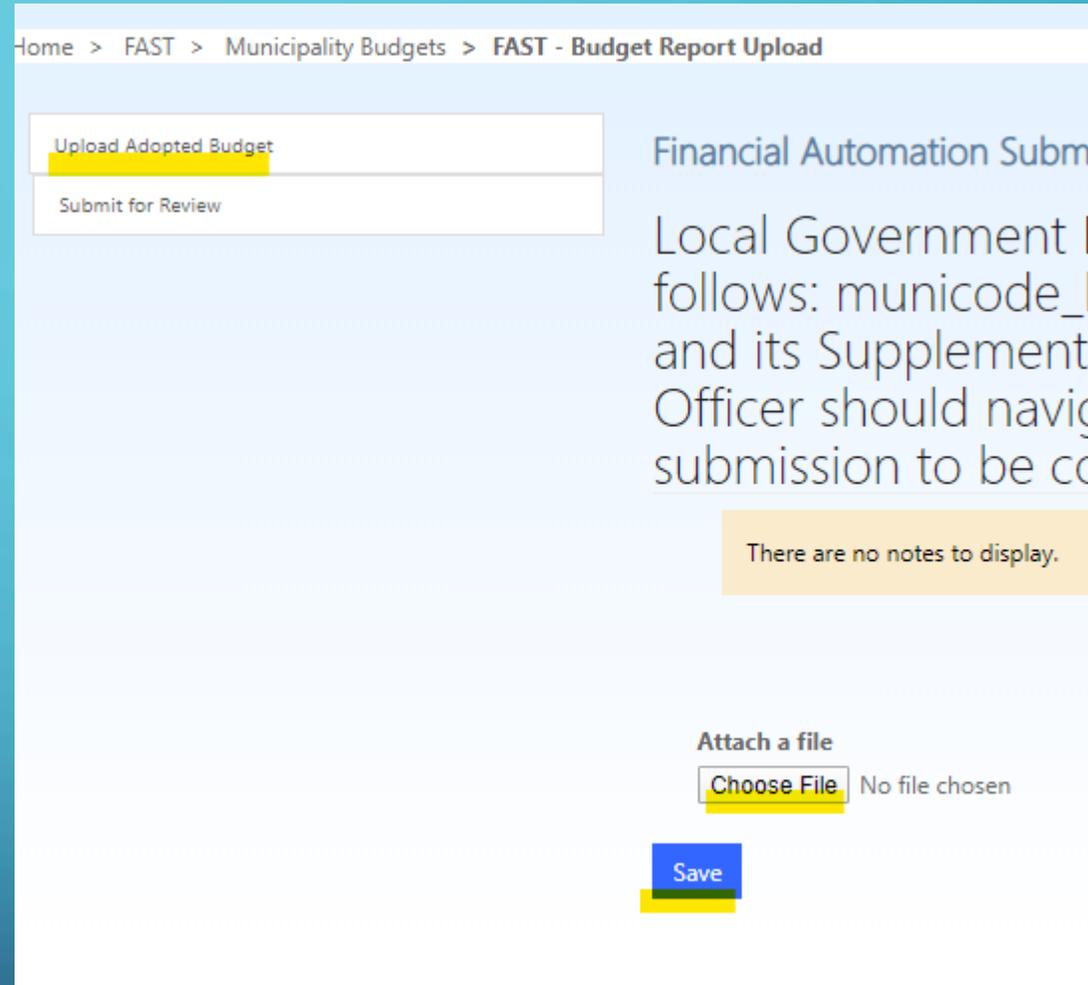
Note: Draft amendments shall be email directly to budget examiner not uploaded to the FAST portal

SUBMITTING THE ADOPTED BUDGET

- DLGS will notify CFO by email approval to adopt
- Adoption by April 30, 2020*
- Upload Adopted Budget to the adopted record with the naming convention
<municode>_adoptbudget_2020
- Upload the User Friendly Budget with the naming convention
<municode_fba_2020

SUBMITTING THE ADOPTED BUDGET

- Choose the Adopted record in the FAST Budget module
- Navigate to the “Upload Adopted Budget”
- Upload the saved workbook <<municode>_adoptbudget_2020
- Save the file to upload
- Upload the saved workbook <<municode>_fba_2020
- Save the file to upload



SUBMITTING THE ADOPTED BUDGET

- Only the Chief Financial Officer may submit the Adopted Budget to the DLGS
- Navigate to the “Submit for Review” tab in the Adopted Budget record.
- Enter in the Adopted Date
- Select Submit

Home > FAST > Municipality Budgets > FAST - Budget Submit for Review

Upload Adopted Budget

Submit for Review

Financial Automation Submission and Tr

I understand that by clicking package to the State for rev

Public Hearing Date *

Submit

The screenshot shows a web interface for submitting a budget. At the top, there is a breadcrumb trail: Home > FAST > Municipality Budgets > FAST - Budget Submit for Review. Below this, there are two tabs: 'Upload Adopted Budget' and 'Submit for Review', with the latter highlighted in yellow. To the right of the tabs, there is a section titled 'Financial Automation Submission and Tr' and a paragraph of text: 'I understand that by clicking package to the State for rev'. Below this text is a form field labeled 'Public Hearing Date *' with an asterisk indicating it is required. At the bottom right of the form, there is a blue 'Submit' button.

BUDGET/LEVY CERTIFICATION BY DLGS

- Final certified budgets will be available in FAST portal in pdf format for municipal use
- DLGS will notify the Chief Financial Officer once the final “Certified Complete” is done
- DLGS will send letter to County Assessor as always

HOUSE KEEPING ITEMS

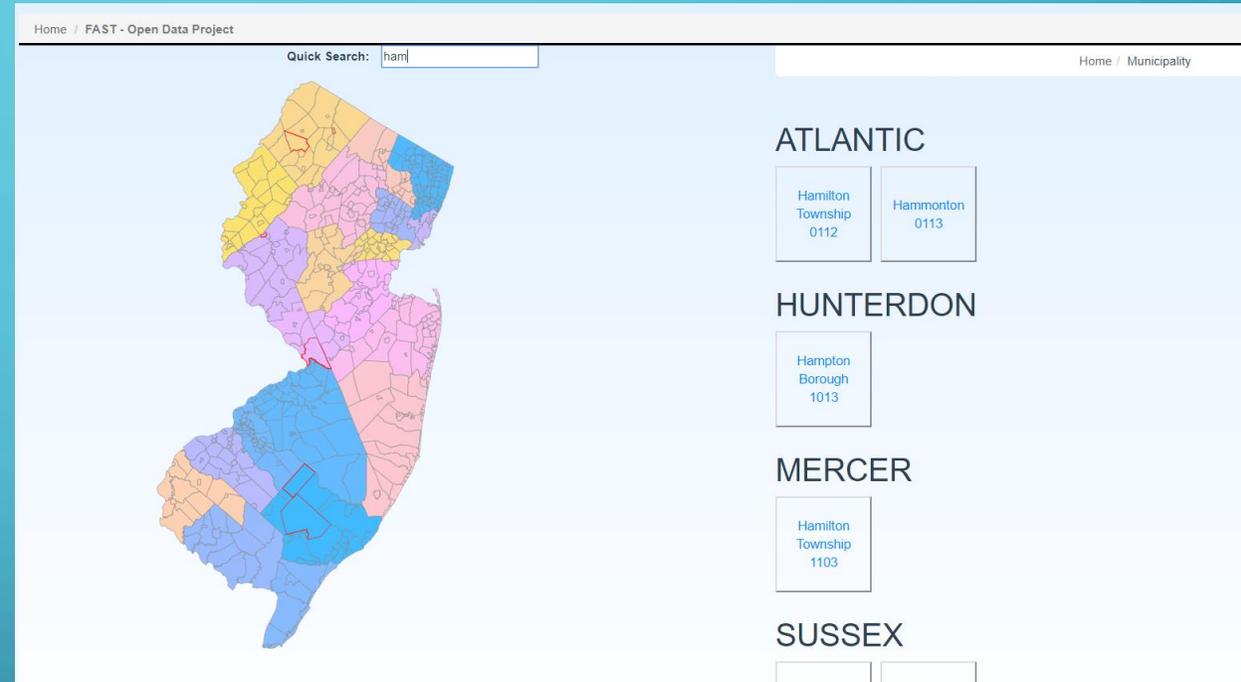
- Be sure to review the FAST website “Knowledge base Resources: Annual Financial Statements – Quick Guide for Completion and Electronic Submission of Municipal and County Annual Financial Statements and Budget- Quick Guide for the Completion and Electronic Submission of the Municipal Budget
- Be sure to include the workbook when uploading “Click Save”
- Be sure to include email addresses in the Signature lines.

POST ADOPTION AMENDMENTS

- No change at this time.

ACCESS TO PUBLIC DATA HUB

Data migration from the FAST CRM side to the Open Data Hub.
(under construction)



FOR TECHNICAL ASSISTANCE WITH FAST

- **Technical Assistance:**

For technical assistance with the FAST system, please email: helpdesk@dca.nj.gov or call: 609.292.8134

- **Note:** During high volume periods (January – June) users should email the help desk, so that we may direct your inquiry to the FAST support section more efficiently.

- **When submitting a question, please provide:**

- Name
- Municipality
- FAST Document/Module
- Question or Issue