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Division of Local Government Services (DLGS)

“The Division strives to help all local governments achieve excellence, efficiency, and long-term fiscal stability in their operations”

EGG Notice - Submittal of the 2019 AFS and 2020 Budget through FAST

This notice provides updated guidance to municipalities and counties regarding submission of the 2019 Annual Financial Statement and 2020 Budget documents through the Financial Automation Submission and Tracking (FAST) Portal.

2019 Municipal and County Annual Financial Statements

In acknowledgement of the need for improved user interface and FAST system acuity and accuracy, and to provide a more standardized and user-friendly data entry and reporting experience, users will not enter 2019 Annual Financial Statement data directly into the FAST portal. The Division has instead promulgated a standardized Annual Financial Statement template in excel workbook format. Municipalities and Counties shall enter their data into the workbook. Upon completion of the AFS workbook, municipalities and counties must submit the completed and certified Annual Financial Statement to the Division through the FAST portal link provided on each local units' FAST portal home page. The workbook is available on the Annual Financial Statements page in the FAST portal. It is also available through a link on the Division's dedicated FAST webpage.

The provided workbook must be used exclusively. No user generated excel workbook will be accepted. All formulae and codes are standardized and secured within the authorized workbook to assure complete and accurate transmission through FAST. From the standardized workbook, data can be directly mapped into the FAST database. This facilitates review, certification and analysis of the submitted information.

Two versions of the Annual Financial Statement workbook have been created that are available for user input: a standard version and an expanded version. The standard version is available for use by most municipalities, while the expanded version is available for municipalities and counties that require additional pages for grants, improvement authorizations, debt service schedules, and trust funds. If you are uncertain which workbook your local unit should use, please review the workbooks to determine which meets your needs and refer to the Quick Guide

for Completion and Electronic Submission of the AFS found on the Division's FAST [webpage](#). Contact the Division for clarification if necessary.

The Annual Financial Statement page within FAST contains two tabs: 1. Upload AFS and 2. Submit for Review. Users must save the completed file using the following naming convention: <<municode>>_afs_2019. On the Upload Annual Financial Statement tab, users will select the Choose File button, browse their files, and select the completed, standardized excel workbook. Upon successful upload, users must click the Save button.

After uploading the completed and certified AFS file, the Chief Financial Officer is required to enter the Submit for Review tab and select the submit button to transmit the completed AFS to the Division. This step is required to complete filing with the Division. Only the Chief Financial officer for each local unit will have access to this tab because they are the only individual authorized to submit the AFS to the Division. Following submission, the CFO will be sent a confirmation email acknowledging successful submission to the Division.

Further instructions regarding completion of the Annual Financial Statement are provided directly within the excel workbook.

2020 Calendar Year Municipal Budget

Similar to the Annual Financial Statement, municipalities will submit their CY2020 budget data to the Division by uploading a completed Municipal Budget excel workbook directly into the FAST portal. The Municipal Budget workbook will be available on the FAST portal's Budget Page and the Division's website on or before February 28, 2020. The same workbook shall be utilized for completion of Introduced and Adopted Budgets for both calendar and fiscal year municipalities.

Upon completion of the standardized budget workbook, municipalities must upload their completed Introduced and Adopted Budget workbooks into the FAST portal.

The provided workbook must be used exclusively. No user generated excel workbook will be accepted. All formulae and codes are standardized and secured within the authorized workbook to assure complete and accurate transmission through FAST. From the standardized workbook, data can be directly mapped into the FAST database. This facilitates review, certification and analysis of the submitted information.

The Budget module within FAST contains two tabs: 1. Upload Budget and 2. Submit for Review. Users must save the completed Introduced Budget and Adopted files using the following naming conventions: <<municode>>_Introduced_Budget_2020 and <<municode>>_Adopted_Budget_2020. On the Upload Budget tab, users will select the Choose File button, browse their files, and select the completed, standardized excel workbook. Upon successful upload, users must click the Save button.

Users are also required to upload through FAST all supporting documentation and other files normally transmitted to the Division through as part of the Budget examination process (i.e. Levy CAP workbooks, COLA ordinances, amendments to the Introduced Budget, Grant agreements)

After uploading the completed and certified Budget document, the Chief Financial Officer is required to enter the Submit for Review tab and select the submit button to transmit the completed Introduced or Adopted budget to the Division. This step is required to complete filing with the Division. Only the Chief Financial officer for each local unit will have access to this tab because they are the only individual authorized to submit the Budget to the Division. Following submission, the CFO will be sent a confirmation email acknowledging successful submission to the Division.

Municipalities are also required to submit 1 paper copy of the introduced budget to the Division.

Further instructions regarding completion of the municipal budget are provided directly within the excel workbook.

Audit

The Division will be accepting 2019 Audits through the FAST portal module. Balance Sheet amounts, Findings and Recommendations, and Correct Action data must be entered into the FAST portal. All completed Audits and supporting documentation must be uploaded as attachments within the FAST portal as previously directed.

Support

Any users with questions regarding access to the Budget and Annual Financial Statement modules in FAST or utilization or submission of the standardized excel workbooks through FAST should contact the helpdesk@dca.nj.gov or call(609) 292-8134 for assistance.