BUDGET AND AUDIT UPDATE WITH FAST FROM DLGS

PRESENTED BY: CYNTHIA LINDSAY, ASSISTANT DIRECTOR, DLGS
OVERVIEW

• Why did the DCA chose Dynamics 365 as the platform for FAST

• What’s new in FAST and how to navigate though some of the new features in FAST for AFS, Budget and Audit

• A review of the timeline for FAST
FAST PLATFORM- WHY DID THE DLGS CHOOSE DYNAMICS 365?

Microsoft Dynamics 365 is a cloud-based applications platform that combines the components of customer relationship management (CRM) into resource planning. It will allow for the using of those components for decision making in budget planning, trend analysis, and the tracking of behaviors of the various points of information.
THE FAST SOLUTION -

• The hub that stores the data.
• The tool to access, share and exchange to improve fiscal analysis for various scientific, social, and economic interpretations or presentation.
• The ability to access local government public information from a single source
• Increase the efficiency in dissemination of local government financial information.
OUTSTANDING DEBT
COMPARING LABOR COSTS TO OTHER LGE’S
COMPARING LABOR COSTS WITHIN LGE
# DATA MAPS & REPORTS

**MAPS (Use interactive maps to find information on your local government entity)**

- Municipality
- County
- Fire Districts
- Authorities
- Taxes
- Spending
- Debt
- Personnel

**REPORTS (Search and download reports)**

- Annual Debt Statements
- Audit Reports
- Annual Financial Statements
- Budget Reports
ACCESS FINANCIAL REPORTS FROM SINGLE SOURCE
INTRODUCING FAST
CHANGING THE WAY WE DO FINANCIAL REPORTING

THIS WAS THEN...  THIS IS NOW...
FINANCIAL REPORTING TO THE DLGS

THIS WAS THEN...

THEN PHOTO

THIS IS NOW...

NOW PHOTO
Financial Automation Submission Tracking ("FAST") System Updates

Existing users login: HERE
New users register: HERE

2019 FAST Schedule for Municipalities:

**Calendar Year Municipalities**
- **Annual Debt Statement**: Available in FAST 12/28/2018, Due to Division 01/31/2019
- **Annual Financial Statement**: Available in FAST 02/16/2019, Due to Division 03/11/2019
- **Budget/User Friendly Budget**
  - Introduced: 03/XX/2019
  - Adopted: N/A, Due to Division 04/30/2019

**Fiscal Year Municipalities**
- **Annual Debt Statement**: Available in FAST 06/28/2019, Due to Division 07/31/2019
- **Annual Financial Statement**: Available in FAST 07/01/2019, Due to Division 08/10/2019
- **Budget/User Friendly Budget**
  - Introduced: 07/01/2019
  - Adopted: 08/10/2019, Due to Division 09/20/2019

2019 FAST Schedule for Counties:

- **Annual Debt Statement**: Available in FAST 12/28/2018, Due to Division 01/31/2019
- **Annual Financial Statement**: Available in FAST 02/18/2019, Due to Division 03/11/2019
- **Budget**: Available in FAST TBD

**Technical Assistance:**
For technical assistance with the FAST system, please email helpdesk@dca.nj.gov or call 809.292.8134

**Note:** During high volume periods (January – June) users should email the help desk, so that we may direct your inquiry.
https://www.nj.gov/dca/divisions/dlgs/FAST.html

FAST User Manuals - This includes detailed guidance on submitting the Annual Debt Statement, Supplemental Debt Statement, Annual Financial Statement, Budget and Audits through the FAST portal.

- Annual Debt Statement/Supplemental Debt Statement – (04/02/2018)
- Annual Financial Statement – (2/15/2019)
- Budget/User Friendly Budget – (date) Under construction
- Audit – (date) Under construction

FAST Visual Aids (Under construction) - This includes detailed video guidance on preparing and submitting the Annual Debt Statement, Supplemental Debt Statement, Annual Financial Statement, Budget and Audits through the FAST portal.

- Annual Debt Statement/Supplemental Debt Statement
- Annual Financial Statement
- Budget/User Friendly Budget
- Audit

Active FAST FCOA codes for Budgets - (01/24/2019): This FCOA document will help users input the FCOA codes they need for their Budgets using the FAST portal.

Active FAST FCOA codes for Balance Sheet - (01/17/2019): This FCOA document will help users input the FCOA codes they need for the Audit and Annual Financial Statements using the FAST portal.

FAST Frequently Asked Questions - (01/17/2019):

FAST Local Finance Notices:
- LFN 2018-16 FAST Solution Update (June 4, 2018)
- LFN 2018-09 Budget Deadline Update (February 23, 2018)
- LFN 2017-26 CY 2018 Budget Matters – LFN 2017-26 addresses rollout of FAST for municipalities and counties (December 14, 2017)
**ACTIVE FAST FCOA CODES FOR BALANCE SHEET** - (01/17/2019): THIS FCOA DOCUMENT WILL HELP USERS INPUT THE FCOA CODES THEY NEED FOR THE AUDIT AND ANNUAL FINANCIAL STATEMENTS USING THE FAST PORTAL.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Fund</th>
<th>General Ledger Account</th>
<th>CAFR</th>
<th>G/L Sub Set</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>01</td>
<td>XXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01</td>
<td>100-199</td>
<td>XX</td>
<td></td>
</tr>
<tr>
<td>Change Fund</td>
<td>01</td>
<td>101</td>
<td>01</td>
<td>001</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>01</td>
<td>101</td>
<td>01</td>
<td>002</td>
</tr>
<tr>
<td><strong>Sub- total Cash</strong></td>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub- total Investments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from State: NJ Sr. Citizens and Veterans Deductions</td>
<td>01</td>
<td>104</td>
<td>03</td>
<td>XXX</td>
</tr>
<tr>
<td>Other Assets and Receivables</td>
<td>01</td>
<td>105</td>
<td>03</td>
<td>XXX</td>
</tr>
<tr>
<td>Other Assets and Receivables</td>
<td>01</td>
<td>105</td>
<td>03</td>
<td>XXX</td>
</tr>
<tr>
<td>Other Assets and Receivables</td>
<td>01</td>
<td>105</td>
<td>03</td>
<td>XXX</td>
</tr>
<tr>
<td><strong>Sub-total Assets not offset by Reserve for Receivables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delinquent Property Taxes Receivable</td>
<td>01</td>
<td>106</td>
<td>04</td>
<td>XXX</td>
</tr>
<tr>
<td>Personal Property Taxes Levied under RS 54:4.9</td>
<td>01</td>
<td>109</td>
<td>04</td>
<td>XXX</td>
</tr>
<tr>
<td>Tax Title Liens Receivable</td>
<td>01</td>
<td>113</td>
<td>04</td>
<td>XXX</td>
</tr>
<tr>
<td>Property Acquired for Taxes (Foreclosed Property)</td>
<td>01</td>
<td>114</td>
<td>04</td>
<td>000</td>
</tr>
<tr>
<td>Assessed Valuation</td>
<td>01</td>
<td>114</td>
<td>04</td>
<td>001</td>
</tr>
<tr>
<td>Mortgages Receivable</td>
<td>01</td>
<td>114</td>
<td>04</td>
<td>002</td>
</tr>
<tr>
<td>Prepaid School Taxes</td>
<td>01</td>
<td>116</td>
<td>04</td>
<td>XXX</td>
</tr>
<tr>
<td>Other Accounts Receivable “Defined by user”</td>
<td>01</td>
<td>117</td>
<td>04</td>
<td>XXX</td>
</tr>
</tbody>
</table>

*Current Fund (1) Federal & State Grant Fund (2) General Capital Fund (4) Water Operating Fund (5)
**ACTIVE FAST FCOA CODES FOR BUDGETS** - (01/24/2019): THIS FCOA DOCUMENT WILL HELP USERS INPUT THE FCOA CODES THEY NEED FOR THEIR BUDGETS USING THE FAST PORTAL.

<table>
<thead>
<tr>
<th>FCOA</th>
<th>Description</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>20:</td>
<td>General Government: 20-100: General Administration</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-105: Human Resources (Personnel)</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-110: Board of Chosen Freeholders</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-110: Governing Body</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-110: Mayor and Council</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-120: County Clerk</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-120: Municipal Clerk</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-130: Financial Administration (Treasury)</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-135: Audit Services</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-140: Computerized Data Processing</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-145: Revenue Administration (Tax Collection)</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-150: County Board of Taxation</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-150: Interest on Tax Appeals</td>
<td>(A) Operations - excluded from &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-150: Tax Appeals</td>
<td>(A) Operations - excluded from &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-150: Tax Assessment Administration (Tax Assessor)</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-155: Legal Services (Legal Dept.)</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-160: County Surrogate's Office</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-165: Engineering Services</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>20:</td>
<td>General Government: 20-175: Historical Sites Office</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>21:</td>
<td>Land-Use Administration: 21-180: Planning Board</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
<tr>
<td>21:</td>
<td>Land-Use Administration: 21-181: Flex Acct- Land Use Administration</td>
<td>(A) Operations - within &quot;CAPS&quot;</td>
</tr>
</tbody>
</table>
FOR TECHNICAL ASSISTANCE WITH FAST

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- **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
BUDGET

• Added Class Codes so that users may order their Budgets according to their entity.
• Added the RUT calculation to the Budget
• Inserted the Cap Calculations directly into the Budget
• Streamlined the information from the Budget to the UFB
AUDIT

• Generated a Balance Sheet from the AFS
• RMA’s will audit the Balance Sheet and make any adjustments
• Under more construction
NAVIGATE INTO FAST TO REVIEW SOME OF THE NEW ENHANCEMENTS IN FAST
FOR SUPPORT:
DCA HELP DESK

• Email: helpdesk@dca.nj.gov

• Call: (609) 292-8134

• Please include:
  • Name
  • Municipality
  • Document/Module
  • Question or Issue