

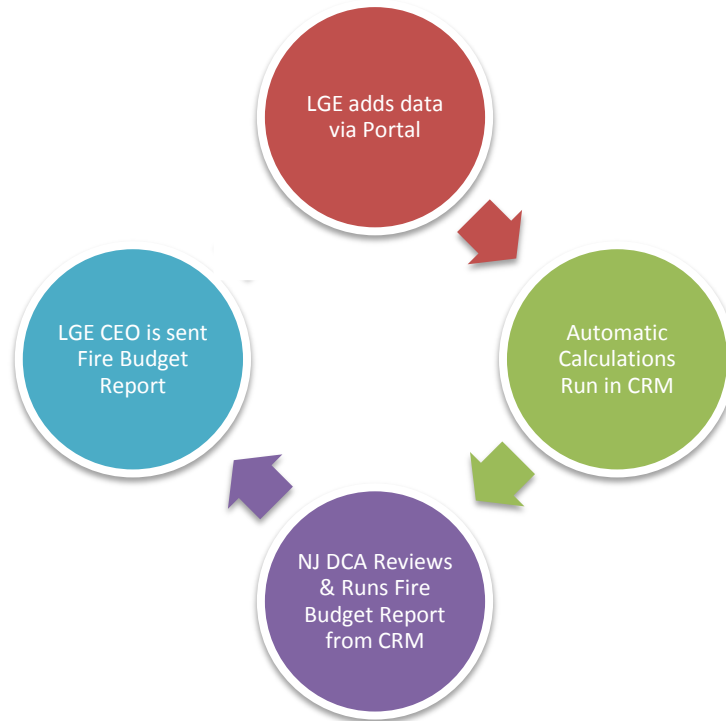


Beringer
TECHNOLOGY GROUP

PERFORMANCE. INTEGRITY. TRUST.

Dynamics 365
Portal Training for LGEs

Fire Budget Workflow



PORTAL ACCESS FOR LGE



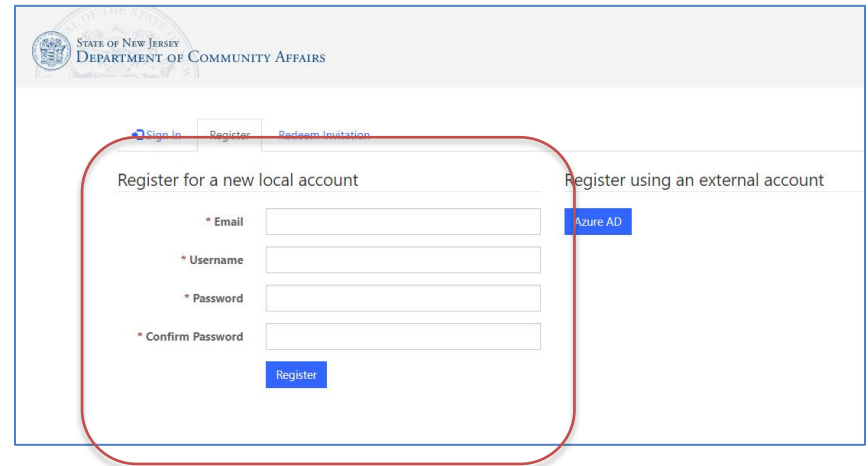
Agenda

- Register for Portal Access
- How to Log In
- Navigation
- Selecting LGE
- View & Edit Existing Fire Budget
- Working With the Fire Budget



Register for Portal Access

- Go to <https://njdca-dev.dynamics365portals.us/Account/Login/Register>
- Use your email as both Email and Username
- Type a password
- Click Register



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

[Sign In](#) [Register](#) [Redeem Invitation](#)

Register for a new local account

* Email

* Username

* Password

* Confirm Password

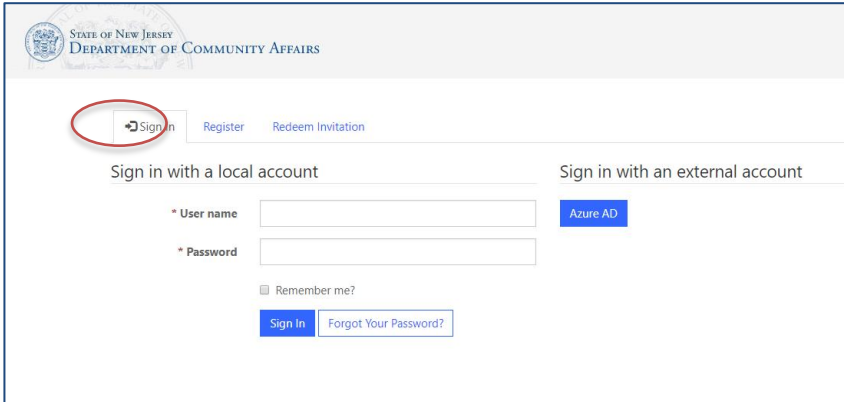
[Register](#)

Register using an external account

[Azure AD](#)

How to Log In

- After registering, use the same URL
- <https://njdca-dev.dynamics365portals.us>
- Click the **Sign In** button and enter your user name & password
- Click Sign In



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

[Sign In](#) [Register](#) [Redeem Invitation](#)

Sign in with a local account Sign in with an external account

* User name [Azure AD](#)

* Password

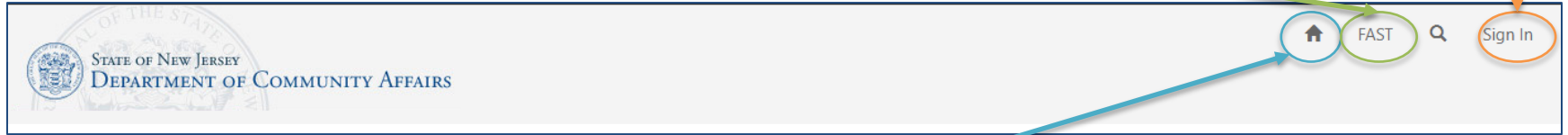
Remember me?

[Sign In](#) [Forgot Your Password?](#)

Navigation

Main FAST
Navigation

Sign In



Home



Navigation: FAST

The screenshot displays the FAST application interface. At the top left is the State of New Jersey Department of Community Affairs logo. The breadcrumb trail reads "Home > FAST > LGEs". A purple callout box highlights the "Quick access to Fire Budget / LGE" link. A sidebar menu on the left contains "Local Gov't Entities" and "Fire Budgets". The main heading is "Financial Automation Submission and Tracking" with the subtitle "Local Government Entities". An orange callout box points to a dropdown menu with options "Fire Budgets" and "View LGE Details". A green callout box highlights a table titled "List of LGEs". The table has columns for "Local Government Entity", "Phone", and "City". A vertical stack of four dropdown arrows is shown on the right side of the table.

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

Home > FAST > LGEs

Quick access to Fire Budget / LGE

Local Gov't Entities
Fire Budgets

Financial Automation Submission and Tracking
Local Government Entities

Detail for specific LGE

Fire Budgets
View LGE Details

List of LGEs

Local Government Entity ↑	Phone	City ↑
Aberdeen post WF		
Aberdeen Township Fire District No. 1		
Bordentown Township Fire District #1	609-298-0013	Yardville
Voorhees Fire District	(856) 783-6630	Vorhees

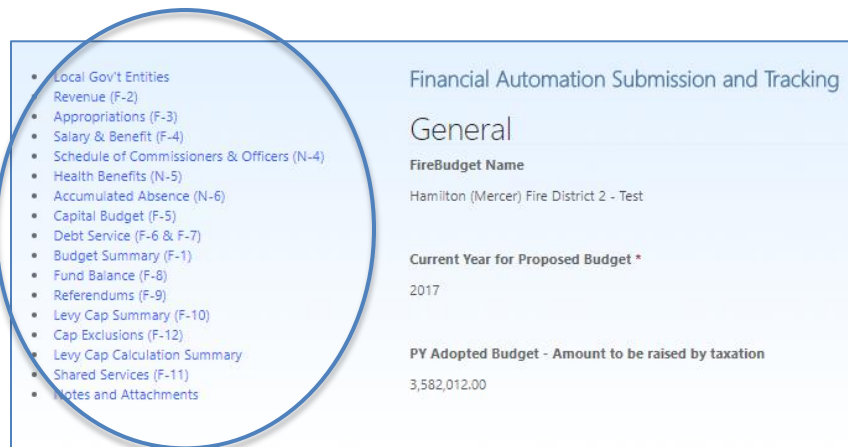
Selecting LGE

Local Government Entity ↑	Phone	City ↑	
Aberdeen post WF			▼
Aberdeen Township Fire District No. 1			▼
Bordentown Township Fire District #1	609-298-0013	Yardville	Fire Budgets View LGE Details
Voorhees Fire District	(856) 783-6630	Vorhees	▼



View & Edit Existing Fire Budget

- Fire Budget will open to the Information page
- Navigate through other sections using the left-hand navigation



• Local Gov't Entities
• Revenue (F-2)
• Appropriations (F-3)
• Salary & Benefit (F-4)
• Schedule of Commissioners & Officers (N-4)
• Health Benefits (N-5)
• Accumulated Absence (N-6)
• Capital Budget (F-5)
• Debt Service (F-6 & F-7)
• Budget Summary (F-1)
• Fund Balance (F-8)
• Referendums (F-9)
• Levy Cap Summary (F-10)
• Cap Exclusions (F-12)
• Levy Cap Calculation Summary
• Shared Services (F-11)
• Notes and Attachments

Financial Automation Submission and Tracking

General

FireBudget Name
Hamilton (Mercer) Fire District 2 - Test

Current Year for Proposed Budget *
2017

PY Adopted Budget - Amount to be raised by taxation
3,582,012.00

Editing Fields on a Fire Budget

Fields you CAN edit

- Open, white box

Current Year for Proposed Budget *
2017
Cap Bank Available 3PY
Cap Bank Used 3PY
Changes in Service Provider
Assessed Valuation of District for Adopted Budget

Fields you CANNOT edit

- No white boxes – cannot click in field
- Automatically calculated

CY Proposed Salary & Wages
0
CY Proposed Budget Fringe Benefits
145



Adding data to a Subsidiary Ledger

- Click **Add** button
- Enter details in pop-up window
- Click **Save**

Salary & Benefit Schedule (F-4)
Administrative Positions Excluding Commissioners

Name	# Of Staff	Annual Wages	CY Salary & Wages	PFRS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	CY Fringe Benefits
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Add

Create New

Position Type *

Position Description *

Salary & Wages

Number of Staff	Annual Wages	CY Proposed Salary & Wages
-----------------	--------------	----------------------------

Fringe Benefits

PFRS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits
-------------------	-------------------	---------------------------------	-----------------------

CY Proposed Fringe Benefits

Save

Working with the Fire Budget

- Click the **Save** button at the bottom of each section of the Fire Budget to Save data



In-Depth Look at Fire Budget Sections

- Navigate through different areas of the Fire Budget using the left-hand navigation areas (in blue)



Revenue (F-2)

- Mix of fields where you can add data, read-only calculated fields and subsidiary ledgers
- Add data / rows to subsidiary ledgers
- At bottom, click **Save**

Revenues (F-2)			
Fund Balance Utilized			
Unrestricted CY Proposed Budget	Unrestricted PY Adopted Budget	Unrestricted-\$ Increase/Decrease	Unrestricted-% Increase/Decrease
33,500	25,000.00	8,500.00	34.0
Restricted CY Proposed Budget	Restricted PY Adopted Budget	Restricted-\$ Increase/Decrease	Restricted-% Increase/Decrease
—	159,186.00	-159,186.00	-100.0
Total Fund Balance Utilized			
CY Proposed Budget	PY Adopted Budget	\$ Increase/Decrease	% Increase/Decrease
33,500.00	184,186.00	-150,686.00	-81.8
Misc Anticipated Revenues			
Shared Services CY Proposed Budget	Shared Services PY Adopted Budget	Shared Services-\$ Increase/Decrease	Shared Services-% Increase/Decrease
		—	—
Joint Purchasing Agreements CY Proposed Budget	Joint Purchasing Agreements PY Adopted Budget	Joint Purchasing Agreements-\$ Increase/Decrease	Joint Purchasing Agreements-% Increase/Decrease
		—	—
Emergency Assistance CY Proposed Budget	Emergency Assistance PY Adopted Budget	Emergency Assistance-\$ Increase/Decrease	Emergency Assistance-% Increase/Decrease
		—	—
Municipal Assistance CY Proposed Budget	Municipal Assistance PY Adopted Budget	Municipal Assistance-\$ Increase/Decrease	Municipal Assistance-% Increase/Decrease
		—	—
Municipal Assistance Adjoin CY Proposed Budget	Municipal Assistance Adjoin PY Adopted Budget	Municipal Assistance Adjoin-\$ Increase/Decrease	Municipal Assistance Adjoin-% Increase/Decrease
		—	—



Appropriations (F-3)

- Mix of fields where you can add data, read-only calculated fields and subsidiary ledgers
- Add data / rows to subsidiary ledger
- At bottom, click **Save**

Appropriations (F-3)

Administration - Personnel

Salary & Wages CY Proposed Budget	Salary & Wages PY Adopted Budget	\$ Increase/Decrease	% Increase/Decrease
103,000	<input type="text" value="83,000.00"/>	20,000.00	24.1
Commissioners CY Proposed Budget	Commissioners PY Adopted Budget	\$ Increase/Decrease	% Increase/Decrease
<input type="text" value="8,000.00"/>	<input type="text" value="7,700.01"/>	299.99	3.9
Fringe Benefits CY Proposed Budget	Fringe Benefits PY Adopted Budget	\$ Increase/Decrease	% Increase/Decrease
14,000	<input type="text" value="13,000.00"/>	1,000.00	7.7

Total Administration - Personnel

CY Proposed Budget	PY Adopted Budget	\$ Increase/Decrease	% Increase/Decrease
125,000.00	103,700.01	21,299.99	20.5

Administration - Other

Other Expenses

[Add](#)

Appropriation Name	CY Proposed Budget	PY Adopted Budget	\$ Incr/Decr	% Incr/Decr
See Schedule Attached	40,900.00	37,400.00	3,500.00	9.4



Salary & Benefit (F-4)

- Mix of read-only calculated fields and subsidiary ledgers
- Add rows to subsidiary ledgers
- **IMPORTANT!!** To calculate correctly, make sure to include both **Salary Benefit Number of Staff** AND **Annual Wages!**
- At bottom, click **Save**

Salary & Benefit Schedule (F-4)
Administrative Positions Excluding Commissioners

Name	Salary Benefit Number of Staff	Annual Wages	CY Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	CY Fringe Benefits
Administrative Assistant		26,250					3,568	
Director of Fire Services		76,750					10,432	
CY Proposed Salary & Wages					PERS Contribution		PFRS Contribution	
		103,000			—		—	
CY Proposed Budget Fringe Benefits					Employee Group Health Insurance		Other Fringe Benefits	
		14,000			—		—	
Operation and Maintenance Positions								
Volunteer Firemen (Accident & Sickness)							3,800	
Volunteer Firemen							31,500	



Schedule of Commissioners and Officers(F-4)

- Mix of fields where you can add data, read-only calculated fields and subsidiary ledgers
- Add data / rows to subsidiary ledgers
- At bottom, click **Save**

Financial Automation Submission and Tracking

Schedule of Commissioners and Officers (N-4)

Fire Budget Commissioners and Officers N-4

Emp/Contractor Name	Emp/Contractor Title	Avg Hours per Wk Dedicated to Position	Position	Reportable Comp (W-2/1099): Base Salary/Stipend	Reportable Comp (W-2/1099): Bonus	Reportable Comp (W-2/1099): Other	Reportable Comp (W-2/1099): Other Type	Est amt of other comp from the Fire District	Type of other comp from the Fire District	Total Compensation from Fire District	Other Entity where or Mbr Govt
Argenti	Commissioner		Commissioner	10,000				1,000		11,000	
Fairfax	Commissioner		Commissioner	15,000				1,500		16,500	
Liscandrello	Commissioner		Commissioner	8,500				850		9,350	
Martin	Commissioner		Commissioner	10,000				1,000		11,000	State of Jersey

< 1 2 >

Totals

Base Salary/Stipend	Bonus	Other (Auto Allowance, Expense Acc)
\$2,000	0	0

Reportable Compensation from Pub

40,000

of Employees/contractors who received more than \$100,000 in total reportable compensation

Save



Health Benefits (N-5)

- Two editable fields: **Is medical coverage provided by the SHBP? (Yes/No)** and **Is prescription drug coverage provided by the SHBP? (Yes/No)**
- Remainder are read-only calculated fields and subsidiary ledgers
- At bottom, click **Save**

Health Benefits (N-5)

Active Employees Add

Sort Order ↑	Health Benefit Coverage	# Covered Members - Proposed Budget	Annual Cost Estimate per Empl - Proposed Budget	Total Cost Estimate - Proposed Budget	# Covered Members - Current Year	Annual Cost per Employee - Current Year	Total Cost - Current Year	\$ Increase / Decrease	% Increase / Decrease
1.00	Single Coverage	4	11,799	47,196	5	11,119	55,595	-8,399	-15.1
2.00	Parent & Child	2	20,433	40,866	2	19,898	39,796	1,070	2.7
3.00	Employee & Spouse (or Partner)	4	22,115	88,460	4	22,238	88,952	-492	-0.6
4.00	Family	22	33,022	726,484	22	31,007	682,154	44,330	6.5
5.00	Employee Cost Sharing Contribution (enter as negative -)								
Subtotal									
# Covered Members- Proposed Budget		Annual Cost Estimate per Employee- Proposed budget		# Covered Members- CY Budget		Total Cost- CY Budget			



Accumulated Absence (N-6)

- One subsidiary ledger with one calculated field
- After adding data to subsidiary ledgers, click **Save** at bottom

Financial Automation Submission and Tracking
Accumulated Absences (N-6)
Schedule of Accumulated Liability for Compensated Absences

Individual Eligible for Benefit Name	Gross Days Accum Comp Absences at Jan 1, FY	Dollar Value of Accum Comp Absence Liability	Legal Basis for Benefit
Chenais	158	4,583.00	Approved Labor Agreement
Dixon	404	886.00	Approved Labor Agreement
Fazio	336	332.00	Approved Labor Agreement
Garcia	845	6,930.00	Approved Labor Agreement

Total of Accum Comp Absence Liability at Jan 1 FY
12,731.00

Save



Capital Budget (N-5)

- Mix of fields where you can add data, read-only calculated fields and subsidiary ledgers
- Add data / rows to subsidiary ledgers
- At bottom, click **Save**

Capital Budget (F-5)

Capital Improvements

Capital Improvement Projects Add

Capital Improvement Name ↑	Asset Type	Date of Local Finance Board Approval	Date of Voter Approval	Affirmative Vote Percentage	CY Proposed Budget	PY Adopted Budget
Capital lease purchase - Firetruck	Marine Improvements		11/8/2016	78	225,000.00	
CY Proposed Total Capital Improvements		PY Adopted Total Capital Improvements				
225,300		350				

Down Payments

Down Payments Add

Capital Improvement Name ↑	Asset Type	Date of Local Finance Board Approval	Date of Voter Approval	Affirmative Vote Percentage	CY Proposed Budget	PY Adopted Budget
Test	Building & Structures	11/4/2017	11/10/2017	100	100.00	50.00



Debt Service (F-6 & 7)

- Mix of read-only calculated fields and subsidiary ledgers
- Add data / rows to subsidiary ledgers
- After adding any data to subsidiary ledgers, **Save** at the bottom

Debt Service (F-6 & 7)

Principle: General Obligation Bonds Add

Debt Service Line Item Description ↑	Principal: Date of Voter Approval	Principal: % of Voter Approval	Principal: Date of Local Finance Board Approval	Principle: Previous Year(PY)	Principal: Current Year (CY)	Principal: Current Year + 1	Principal: Current Year + 2	Principal: Current Year + 3	Principal: Current Year + 4	Principal: Current Year + 5	Principal: Thereafter	Principal: Total Principal Outstanding
2008 General Obligation Bonds	8/26/2008	52	11/12/2008		250,000.00	320,000.00	320,000.00	325,000.00	315,000.00	335,000.00	2,085,000.00	4,285,000.00
2008 General Obligation Bonds												0.00
Total Principle: General Obligation Bonds												
PY			CY			CY-1				CY-2		
			250,000			320,000				320,000		
CY-3			CY-4			CY-5				Thereafter		
325,000			315,000			335,000				2,085,000		
										Outstanding		
										4,035,000		



Budget Summary (F-1)

- No fields to be manually entered
- All fields in this section will be automatically calculated and are read-only

Budget Summary (F-1)			
REVENUE TOTALS			
Fund Balance Utilized-CY Proposed Budget	Fund Balance Utilized-PY Adopted Budget	Fund Balance Utilized-\$ Increase/Decrease	Fund Balance Utilized-% Increase/Decrease
33,500.00	134,156.00	-150,656.00	-51.8
Misc Anticipated Revenues-CY Proposed Budget	Misc Anticipated Revenues-PY Adopted Budget	Misc Anticipated Revenues-\$ Increase/Decrease	Misc Anticipated Revenues-% Increase/Decrease
—	—	—	—
Sale of Assets-CY Proposed Budget	Sale of Assets-PY Adopted Budget	Sale of Assets-\$ Increase/Decrease	Sale of Assets-% Increase/Decrease
0.00	—	—	—
Interest on Investments & Deposits-CY Proposed Budget	Interest on Investments & Deposits-PY Adopted Budget	Interest on Investments & Deposits-\$ Increase/Decrease	Interest on Investments & Deposits-% Increase/Decrease
586.00	933.00	-347.00	-37.2
Other Revenue-CY Proposed Budget	Other Revenue-PY Adopted Budget	Other Revenue-\$ Increase/Decrease	Other Revenue-% Increase/Decrease
46,000.00	17,200.00	28,800.00	167.4
Operating Grant Revenue-CY Proposed Budget	Operating Grant Revenue-PY Adopted Budget	Operating Grant Revenue-\$ Increase/Decrease	Operating Grant Revenue-% Increase/Decrease
—	161,082.00	-161,082.00	-100.0
Revenues Offset with Appropriations-CY Proposed Budget	Revenues Offset with Appropriations-PY Adopted Budget	Revenues Offset with Appropriations-\$ Increase/Decrease	Revenues Offset with Appropriations-% Increase/Decrease
347,642.00	349,000.00	-1,358.00	-0.4



Fund Balance (F-8)

- Mix of fields where you can add data and read-only calculated fields
- Add data to the open fields
- At bottom, click **Save**

Fund Balance (F-8)	
Unrestricted Fund Balance	
Beginning Balance Jan 1, PY	<input type="text" value="141,164"/>
Less: Utilized in PY Adopted Budget	—
Proposed Balance Available	141,164
Estimated results of ops for YE Dec 31,PY	<input type="text"/>
Anticipated balance Dec 31, PY	141,164
Less: Fund Balance utilized in CY Proposed Budget	<input type="text"/>
Proposed Balance after use in CY Proposed Budget	141,164
Restricted Fund Balance	
Beginning Balance Jan 1, PY	<input type="text" value="161,965"/>



Referendums (F-9)

- Mix of read-only calculated fields and subsidiary ledgers
- After adding any data to subsidiary ledgers, **Save** at the bottom

Referendums (F-9)

Summary of Referendum Line Items

Referendum Line Item Name ↑	Referendum Line Item-CY Proposed Budget
There are no records of this type for this Local Government Entity or Fire Budget	
Total Referendum Line Items-CY Proposed Budget —	
Tax Levy Requested - Max Allowable Levy 3,681,616	

Summary of Release of Restricted Fund Balance Referendum Line Items

Referendum Line Item Name ↑	Referendum Line Item-CY Proposed Budget
There are no records of this type for this Local Government Entity or Fire Budget	
Total Release of Res Fund Bal-CY Proposed Budget —	

Save



Levy Cap Summary (F-10)

- No fields to be manually entered
- All fields in this section will be automatically calculated and are read-only

Levy Cap Summary (F-10)

Levy Cap Calculation

PY Amount to be Raised by Taxation for Fire District Purposes

6,059,180.00

Changes in Service Provider

—

DLGS Approved Adjustments

—

Net PY Tax Levy for Municipal Purposes for Cap Calculation

6,059,180

Plus: 2% Cap Increase

121,184

Adjusted Tax Levy Prior to Exclusions

6,180,364

Shared Service Exclusion

—

Change in Total Debt Service Appropriation

—

Allowable Pension Increases



Cap Exclusions (F-12)

- Mix of fields where you can add data and read-only calculated fields
- Add data to the open fields
- At bottom, click **Save**

Cap Exclusions (F-12)	
Pension Contribution Calculation	
Proposed Budget PERS Contribution Appropriated	92,242
Proposed Budget PFRS Contribution Appropriated	417,399
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	—
Net CY Base Amt	509,641
PY Adopted Budget PERS Contribution	<input type="text" value="85,748"/>
PY Adopted Budget PFRS Contribution	<input type="text" value="466,691"/>
Realized Revs for Fringe Benefits Directly Offsetting Pension Costs	<input type="text"/>
Net PY-1 Base Amt	552,439
Pension Contribution Exclusion	<input type="text" value="0"/>



Levy Cap Calculation Summary

- Enter data for all fields
- **Projected Tax Rate based on Proposed Levy** will automatically calculate after you click **Save**

Information		
Levy Cap Calculation Summary		
Current Year for Proposed Budget *	Prior Year for Adopted Budget	PY Adopted Budget - Amount to be raised by taxation
2017		424,000.00
Cap Bank Available PY-2	Cap Bank Available PY-1	Cap Bank Available PY
		2,261.00
Cap Bank Used PY-2	Cap Bank Used PY-1	Cap Bank Used PY
Changes in Service Provider	DLGS Approved Adjustments	Cancelled or Unexpended Referendum Amount
		120,000.00
Assessed Valuation of District for Adopted Budget	New Ratables	Adopted Fire District Tax Rate per \$100
793,437,678.00	328,200.00	0.054
		Projected Tax Rate based on Proposed Levy
		0.000662664
<input type="button" value="Save"/>		



Shared Services (F-11)

- 1 subsidiary ledger & read-only calculated fields
- After adding data to subsidiary ledger, click **Save** at bottom

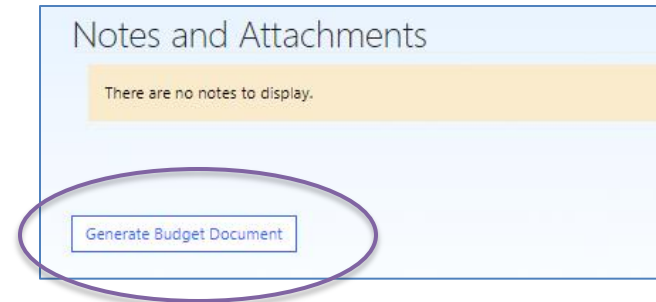
Shared Services (F-11)

Shared Service Entity Name	Type of Shared Serv Provided (list each separately)	Health Care Costs-CY Proposed Budget	Health Care Costs-PY Adopted Budget	Pension Costs-CY Proposed Budget	Pension Costs-PY Adopted Budget	Debt Service Costs-CY Proposed Budget	Debt Service Costs-PY Adopted Budget	Capital Improvement Costs-CY Proposed Budget	Capital Improvement Costs-PY Adopted Budget	Declared Emergency Costs-CY Proposed Budget	Declared Emergency Costs-PY Adopted Budget	Total SS Cost Exclusions-CY Proposed Budget	Total SS Cost Exclusions-PY Adopted Budget	Salary Costs-CY Proposed Budget	Salary Costs-PY Adopted Budget	Other Costs-CY Proposed Budget	Other Costs-PY Adopted Budget
There are no records of this type for this Local Government Entity or Fire Budget																	
Total Costs																	
Health Care Costs-CY Proposed Budget				Health Care Costs-PY Adopted Budget				Pension Costs-CY Proposed Budget				Pension Costs-PY Adopted Budget					
—				—				—				—					
Debt Service Costs-CY Proposed Budget				Debt Service Costs-PY Adopted Budget				Capital Improvement Costs-CY Proposed Budget				Capital Improvement Costs-PY Adopted Budget					
—				—				—				—					
Declared Emergency Costs-CY Proposed Budget				Declared Emergency Costs-PY Adopted Budget				Cost Exclusions-CY Proposed Budget				Cost Exclusions-PY Adopted Budget					
—				—				—				—					



Notes & Attachments

- View any Notes or Attachments that have been added to this Fire Budget
- More importantly: **Generate Budget Document** here! Just click the button:



Generate Fire Budget Report

- Click on the **Notes and Attachments** section
- Click the **Generate Budget Document** button at the bottom

