

**LFN 2018-07**

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# Local Finance Notice

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## Distribution

Municipal CFOs  
Municipal Clerks  
Auditors

## Financial Automation Submission Tracking (FAST) Solution Update: Extension of Deadline for Annual Financial Statement (AFS) & Reminder to Complete Required Certifications

This Local Finance Notice provides specific direction to municipalities operating on a calendar year financial basis regarding the Annual Financial Statement section of the Financial Automation Submission & Tracking (FAST) Solution.

### Extension of Deadline for Annual Financial Statement

While the FAST solution is operational, the Division acknowledges users' unfamiliarity with the system. In light of this, the Division would like to provide extra time for municipalities to complete their Annual Financial Statements in the FAST portal. **The revised deadline for the submission of the Annual Financial Statement through the FAST solution is Monday, February 26, 2018.** However, users are encouraged to try to submit their AFS document as early as possible.

### Annual Financial Statement Certification Section Reminder

The Division would also like to remind users to ensure that all applicable certifications on the AFS have been completed prior to submission. Numerous users have inadvertently failed to complete these certifications which delays the review and approval process.

**The following certifications can be found on the Affidavit Cert. and Report of Financial Assistance (1a-2) tab on the AFS document in FAST:**

- 1) Debt on Sheets 31, 34a, 49, 51a, & 63-65a (Sheet 1)
- 2) Chief Financial Officer Certification (Sheet 1)
- 3) Certification by an RMA (Sheet 1a)
- 4) Certification of a Qualifying Municipality for Local Examination (Sheet 1b)
- 5) Certification of a Non-Qualifying Municipality for Local Examination (Sheet 1b)
- 6) Certification of Federal Awards (Sheet 1c)
- 7) Certification of No Utility Fund (Sheet 2)
- 8) Certification of Taxable Property as of October 1, Current Year (Sheet 2)
- 9) Certification of Tax Collector (Sheet 24)

Please follow these instructions to properly select and complete a certification on the Affidavit Cert. and Report of Financial Assistance (1a-2) tab:

- 1) Select the "Create" button on the Certifications section at the bottom of the page.
- 2) Select the Certification you wish to complete from the Certification Type dropdown menu.
- 3) On the "Certifier" line, click on the magnifying glass to search for the official who is the applicable signatory.\*
- 4) Complete the "Signature" line by typing the official's name, and input the Certification and/or License Number of the Certifier on the applicable line(s).
- 5) Click "Create" at the bottom of the ledger.

\*If the name of the Certifier does not appear as a contact in the FAST system, the Chief Financial Officer has the ability to add a contact. This can be done by clicking the FAST icon in the top right hand corner of the screen, selecting Local Government Entities, and then selecting the correct entity. Once on the Local Government Entity Details page, scroll down to the Associated Contact section and click the "Create New Contact" button to enter a new Certifier into the FAST system.

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Approved: Timothy J. Cunningham, Director