

Quick Guide for the Completion and Electronic Submission of the Municipal Budget

(February 2020)

The Budget workbook provided by the Division must be used exclusively by all municipalities. No user-generated excel workbooks will be accepted. All formulae and codes are standardized and secured within the authorized workbook to ensure 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.

This quick user guide will highlight certain areas within the workbook to enhance user experience and provide instruction to upload and submit the documents in the FAST Portal.

Reviewing and Accessing the Workbooks:

There are two (2) workbooks to choose from:

- 1) A standard size for most municipalities.
- 2) An expanded size for larger municipalities.

Users should review both workbooks to ensure they have an adequate number of lines to meet their data entry requirements. Below are those schedules that have been minimized for the standard size Budget:

Revenues

- Section F: Public and Public Contributions (Grants) – 36 lines (2 pages)
- Section G: Other Special Items – 36 lines (2 pages)

Appropriations

- General Appropriations (Sheet 15) – 140 lines (6 pages)
- Public and Private Contributions (Grants) – 64 lines (3 pages)

Capital

- 40b, 40c, and 40d – 54 lines per section (3 pages per section)

Utilities

- 2 sets of utility pages.

Either workbook can be accessed within the FAST portal or on the FAST webpage. Users should download the workbook that allows for the complete input of data for their municipality.

General

Grey fields represent cells available for data entry. To reduce data entry, some grey fields do have formulas in them, while allowing for adjusted amounts to be entered as necessary. An example would be the “Modified by All Transfers” columns on the Appropriation pages, which automatically populate the Prior Year Appropriation amount, but allow for another amount to be entered.

In cells where a signature is required, the email address of the applicable official should be entered.

The completed Introduced and Adopted Budgets will be submitted to the Division via the FAST portal. There are separate records in FAST for the Introduced and Adopted Budgets. **The completed Budget files must be named as follows:**

- a. **Introduced:** municode_introbudget_2020
- b. **Adopted:** municode_adoptbudget_2020
- c. *All four digits of the municode are required.

For Introduction, each municipality is required to mail one (1) printed copy of the completed excel workbook to the Division.

Only the Chief Financial Officer may submit through the FAST portal

Key Inputs

The Key Input tab allows for fixed values and static information such as names, addresses, and dates. Enter applicable information in the shaded fields. This will populate the data throughout the document accordingly.

- **Name and County of Municipality** – Select the municipality name from the drop-down menu. The selection of the entity name will auto-populate required information fields throughout the document. Complete the remainder of the gray data entry fields on this page as needed.
- **Location and Address** – For “Location,” users should enter a physical place, such as “City Hall” or “Municipal Building.” The “Address” lines are for the actual address of the municipality.
- **Municipal Officials** – The names and certification numbers on this page will populate throughout the document.
- **Dates of Introduction, Public Hearing, and Advertisement** – The day and month should be entered separately in their respective fields. The time of the public hearing is also entered on this page. The “AM” or “PM” applicable to the time of public hearing is entered directly on sheet 2.
- **Capital** – Enter the number of years (3 or 6) for your municipality’s Capital Improvement Program in the field. The years will populate on all applicable Capital pages.

Reserve & Tax Calculation

This page represents the Reserve for Uncollected Taxes page of the Annual Financial Statement. On the schedule itself, the estimated current year amounts and prior year actual amounts should be entered.

In order to calculate the Reserve for Uncollected Tax appropriation, users have the following options:

- 1) In cell J24, users can enter their collection percentage, which will then calculate the appropriation amount.
- 2) Users may enter a fixed RUT appropriation amount. This is done by:
 - a. Entering an “x” into cell J28.
 - b. Insert the RUT appropriation amount in cell J29.
- Users are required to enter the percentage of collection from their Annual Financial Statement in cell I39.
- If users have an Addition to Local District School Tax and/or Minimum Library Tax, those amounts are entered on the table directly below the schedule. The Amount to be Raised by Taxation will calculate and populate to the Summary of Revenues page.

Revenues and Appropriations

- FCOA codes are required with the entry of all Revenue and Appropriation accounts. An updated list is available for reference on the Division’s webpage and within the Portal.
 - On the Appropriation pages, the FCOA code itself will be entered in column H. In column I, users should enter a 1 (representing Salaries and Wages) or a 2 (representing Other Expenses).
- On applicable Appropriation pages, users are able to enter canceled amounts that will automatically reduce the Reserved amount.
- On both the Summary of Revenues tab 11 and Summary of Appropriations tab 30 there is a working area available for users to provide their own data. This information will not print on the budget form.

Advertisement

Once the Budget workbook is complete the Advertisement tab is available for use. Formulas are inserted into the various fields; however, they are not locked down. The workbook and the formulas may be edited or formatted to individual needs.

Summary Data

The Summary Data tab summarizes Employee Cost and other highlighted Appropriations and Revenues and provides percentage of the overall budget. This tab also allows for future budget projections. This tab is not locked and will allow edits if needed.

Budget Summary

The Budget Summary tab allows for comparing current year to prior year budget data. It also includes comparing surplus, levy’s, assessed values, tax rates, budget CAP’s and the percentage of collection of taxes. Certain data cells are not locked with formulas in place to allow edits if needed.

Tax Summary

The Tax Summary tab provides data related to your municipalities taxing agencies and the impact of the levy to various assessed values. Some values are pulled when completing the Reserve and Tax Collection Tab and are not locked but include formulas in place to allow edits if needed.

Printing the Workbook

When printing the workbook, navigate and select the first tab you would like to print hold the “Ctrl” key and select the > arrow on the bottom left corner of the workbook to navigate to the end of document to the last tab. Release the “Ctrl” key, depress the “Shift” key, and click the last tab to highlight all tabs to print. Select File>Print to print the workbook for your records. When printing entire document discard any utility pages not used or complete process in two steps.

Upload and Submit the Introduced Budget to the Division

Log into the FAST portal and navigate to the Municipality Budget module. Choose the 2020 Introduced record.

Municipality ↑	Muni Budget Name ↓	Data: Current Budget Year (CY)	Status Reason
Aberdeen Township	Aberdeen Township - 2020 Budget (Introduced)	2020	Active

Upload the Governing Body Approved Introduced standardized workbook and all applicable supporting documents. Select Save after uploading documents.

Upload Introduced Budget
Submit for Review

Financial Automation Submission and Tracking

Local Government Entities must utilize the Division's standardized Municipal Budget workbook. The file must remain in excel format and be saved as follows: <municode>_introbudget_2020. Upon completion of the Municipal Budget workbook and certification by all applicable officials, the Municipal Budget workbook and all supplementary budget documents must be uploaded and saved to this page. After successfully uploading and saving all budget documents, the Chief Financial Officer shall navigate to the “Submit for Review” tab to transmit the budget documents to the Division of Local Government Services. This step completes the submission process.

There are no notes to display.

Attach a file
 No file chosen

To submit the document, the Chief Financial Officer should navigate to the “Submit for Review” tab, enter the hearing date and check all applicable boxes, and select the submit button. An email confirmation will be generated upon successful submission.

Only the Chief Financial Officer for the municipality may submit. If you are the CFO, and are unable to submit, contact the DCA Help Desk.

Upload Introduced Budget

Submit for Review

Financial Automation Submission and Tracking

I understand that by selecting the "Submit" button I am transmitting my complete and approved Introduced Budget and supporting documents to the Division of Local Government Services in accordance with the applicable statutes.

Public Hearing Date *

Please check all that apply:

- Hearing date documented
- Levy cap workbook
- Required Special Items of Revenue documentation
- COLA Ordinance - introduced and adopted
- Certified New Construction

Submit

Municipalities Under DLGS Review

Municipalities subject to DLGS review and approval for adoption of the municipal budget will receive an email indicating the name and email contact of the examiner who will be performing budget review. In addition, the Status Reason will be updated to "Under DLGS Review" with the name of the DLGS Examiner.

Municipality ↑	Muni Budget Name ↓	Data: Current Budget Year (CY)	Status Reason	DLGS Examiner
Aberdeen Township	Aberdeen Township - 2020 Budget (Introduced)	2020	Under DLGS Review	Dexter Lin ▼

Once the review of the budget is complete and approved by the DLGS to adopt, the Chief Financial Officer will receive an email indicating the Budget is approved to adopt. In addition, the Status Reason will be updated to "Approved for Adoption".

Amendment to the Budget

Any pre-adoption approved Budget Amendment Resolutions shall be uploaded to the municipalities Adopted Record in the FAST portal.

Upload and Submit the Adopted Budget to the Division

Log into the FAST portal and navigate to the Municipality Budget module. Choose the 2020 Adopted record.

Municipality ↑	Muni Budget Name ↓	Data: Current Budget Year (CY)	Status Reason	DLGS Examiner
Aberdeen Township	Aberdeen Township - 2020 Budget (Introduced)	2020	Approved for Adoption	Dexter Lin
Aberdeen Township	Aberdeen Township - 2020 Budget (Adopted)	2020	Active	

Upload the Governing Body Approved Adopted standardized workbook and all applicable supporting documents. Select Save after uploading documents.

Upload Adopted Budget

Submit for Review

Financial Automation Submission and Tracking

Local Government Entities must utilize the Division’s standardized Municipal Budget workbook. The file must remain in excel format and be saved as follows: <municode>_adoptbudget_2020. Upon completion of the Municipal Budget workbook and certification by all applicable officials, the Municipal Budget workbook and all supplementary budget documents must be uploaded and saved to this page. After successfully uploading and saving all budget documents, the Chief Financial Officer shall navigate to the “Submit for Review” tab to transmit the budget documents to the Division of Local Government Services. This step completes the submission process.

There are no notes to display.

Attach a file

Choose Files No file chosen

Save

To submit the document, the Chief Financial Officer should navigate to the “Submit for Review” tab, select the Budget Adopted date and all applicable check boxes. Select the submit button. An email confirmation will be generated upon successful submission.

Only the Chief Financial Officer for the municipality may submit. If you are the CFO, and are unable to submit, contact the DCA Help Desk.

Upload Adopted Budget

Submit for Review

Financial Automation Submission and Tracking

I understand that by selecting the “Submit” button I am transmitting my complete and approved Adopted Budget and supporting documents to the Division of Local Government Services in accordance with the applicable statutes.

Budget Adopted Date *

2/20/2020 2:16 PM

Please check all that apply:

- Adopted date documented
- User Friendly Budget
- COLA Ordinance - adopted
- Local Exam Resolution & CFO Certification
- Amendment 1
- Amendment 2
- Amendment 3

Submit

Levy Certification

Once the Director of the Division of Local Government Services has certified your 2020 Levy to the County Tax Board an email will be generated to the Chief Financial Officer. The Status Reason in the FAST portal Adopted Budget record will be updated to "Certified Complete". A certified copy of your 2020 Budget may be found in the FAST, Adopted Budget record's Notes and Attachment section.