



For more information: Email:
HELPDESK@dca.nj.gov

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 2020 Introduced and Adopted Budget through FAST

This notice provides updated guidance to municipalities regarding submission of the 2020 Introduced and Adopted Budgets through the Financial Automation Submission and Tracking (FAST) Portal.

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 is now available on the FAST portal's Budget page and the Division's website. 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>>_introbudget_2020 and <<municode>>_adoptbudget_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 and on the Divisions FAST webpage.

Support

Any users with questions regarding access to the Budget 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.