

# Quick Guide for Completion and Electronic Submission of Municipal and County Annual Financial Statements

(February 2020)

**The Annual Financial Statement (AFS) workbook provided by the Division must be used exclusively by all municipalities and counties.** 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.

## **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 and counties

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 AFS:

- **Sheet 6:** Trust Fund Trial Balance = 54 lines (3 pages)
- **Sheet 6b:** Schedule of Trust Fund Deposits and Reserves = 74 lines (2 pages)
- **Sheet 9a:** Cash on Deposit = 74 lines (2 pages)
- **Sheet 10:** Grants Receivable = 51 lines (3 pages)
- **Sheet 11:** Grants Appropriated Reserves = 72 lines (4 pages)
- **Sheet 12:** Grants Unappropriated = 18 lines (1 page)
- **Sheet 35:** General Capital Improvement Authorizations 54 lines (3 pages)
- **Sheet 52:** Utility Improvement Authorizations = 34 lines (2 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 local government unit.

**To Access the Workbook:**

**In the FAST Portal:** <https://njdca.dynamics365portals.us/SignIn>

Click FAST in the upper right corner of the screen and select Annual Financial Statements.

### Financial Automation Submission and Tracking

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Download AFS Workbook

[Standard Version Annual Financial Statement Workbook](#) - or - [Expanded Version Annual Financial Statement Workbook](#)

**On the Division's FAST webpage:** <https://www.nj.gov/dca/divisions/dlgs/fast.html>

### Financial Automation Submission Tracking ("FAST") System Updates

Existing users login: [HERE](#)

New users register : [HERE](#)

[Standard Version Annual Financial Statement Workbook](#)

[Expanded Version Annual Financial Statement Workbook](#)

**On the Division's Municipal and County Budgets webpage:**

[https://www.nj.gov/dca/divisions/dlgs/programs/mc\\_budgets.html](https://www.nj.gov/dca/divisions/dlgs/programs/mc_budgets.html)

- Electronic forms
  - Standard Version Annual Financial Statement Workbook
  - Expanded Version Annual Financial Statement Workbook
- Chapter 159 Certification Form for State and Federal Grants
- 2019 County Constitutional Officer Salary Reimbursement Request

## Key Input Tab

- 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 or county name from the drop-down menu. Counties are listed at the bottom of the picklist. 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.
- **Registered Municipal Accountant** – The name of the RMA is only needed if the Chief Financial Officer **did not** prepare the AFS.
- **Year Ending** – Type “December 31, 2019”
- **Utilities** – Up to six (6) utilities may be used. Insert each applicable utility name to populate the utility on tabs 41-54. **Note:** There is no specified Water Utility in the workbook. The first set of utility pages may be used for a utility other than Water.

**PLEASE NOTE:** Using Copy and Paste functionality may result in the changing of format throughout the document and is not recommended.

## 1 Cover

- Insert applicable **email address** in the Signature line for Debt.
- Answer “Y” or “N” as to whether the AFS was CFO prepared and insert **CFO’s email address** into the signature line.

## 1a RMA Certification

- Answer “Y” or “N” to the agreed upon procedures **if RMA prepared**. If applicable, use the gray text box to type in any matters.

## 1b Local Exam Qualification Certification

- Insert **CFO email address** into the applicable signature line.

## 1c Federal and State Financial Assistance

- Insert **CFO email address** into the signature line.

## 2 No Utility and Assessor Property Value

- If “Certification of No Utility” is applicable, insert **CFO email address** into the signature line.
- For the Assessor Certification, inset the **valuation amount** within the statement and the **Assessor’s email address** into the signature line.

### **3 - 8.1 Trial Balances**

- Complete all applicable schedules before completing the Trial Balances. Any schedules with ending balances are linked to the corresponding Trial Balance via locked formulae.
- Return to Trial Balance sheets after completing schedules to add any additional accounts and ensure balancing of accounts.

### **9 and 9a Cash Reconciliation and List of Banks Supporting Cash on Deposit**

- Current, Grant, Trust, and General Capital Funds are linked to their applicable Trial Balance Cash lines. Cash amounts for utilities, and any additional cash accounts not outlined above, will need to be manually entered on their respective Trial Balance.
- Sheet 9a List of Banks Supporting Cash on Deposit is not linked.
- Insert **CFO or RMA email address** (as applicable) in the signature line.

### **17a Chapter 159s**

- There is an existing formula for Column I, however the fields in the column remain editable should user's data vary from the formulated amount.
- Insert **CFO email address** into the signature line.

### **22a Tax Levy Sale**

- This page should only be completed in the event an Accelerated Tax Sale was conducted.

### **24 Reserve for Tax Appeals**

- Insert **Tax Collector email address** into the signature line.

### **28 Deferred Charges**

- Not all Deferred Charges are linked to Trial Balance. Those that are not linked should be manually entered on the applicable Trial Balance.

### **Utilities**

**There are up to six (6) utilities for utilization.** The first set of utility pages may be used for utilities other than Water.

### **Saving the Workbook**

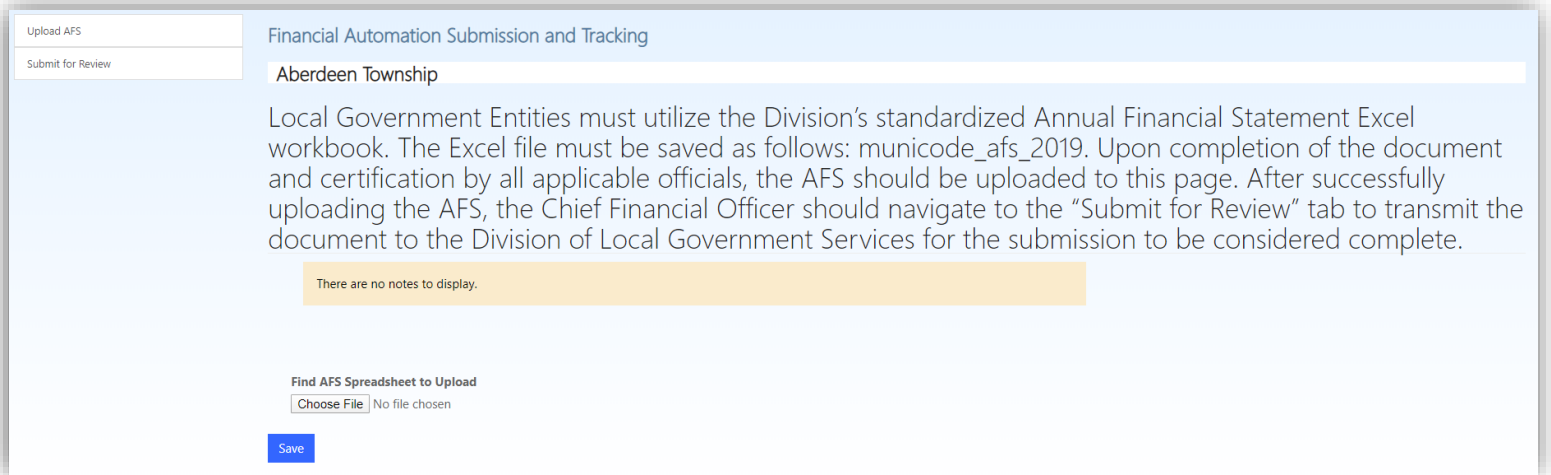
Users must save the completed file using the following naming convention:  
<<municode>>\_afs\_2019.

## Printing Workbook

Navigate to the 1 - Cover tab, hold the “Ctrl key and select the > arrow on the bottom left corner of the workbook to navigate to the end of document or to the last page (excluding any utility pages not utilized). 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.

## Upload and Submit to the Division

Log into the FAST portal and navigate to the 2019 Annual Financial Statement module. Upload the appropriately named file on the “Upload AFS” tab.



Upload AFS

Submit for Review

### Financial Automation Submission and Tracking

Aberdeen Township

Local Government Entities must utilize the Division’s standardized Annual Financial Statement Excel workbook. The Excel file must be saved as follows: municode\_afs\_2019. Upon completion of the document and certification by all applicable officials, the AFS should be uploaded to this page. After successfully uploading the AFS, the Chief Financial Officer should navigate to the “Submit for Review” tab to transmit the document to the Division of Local Government Services for the submission to be considered complete.

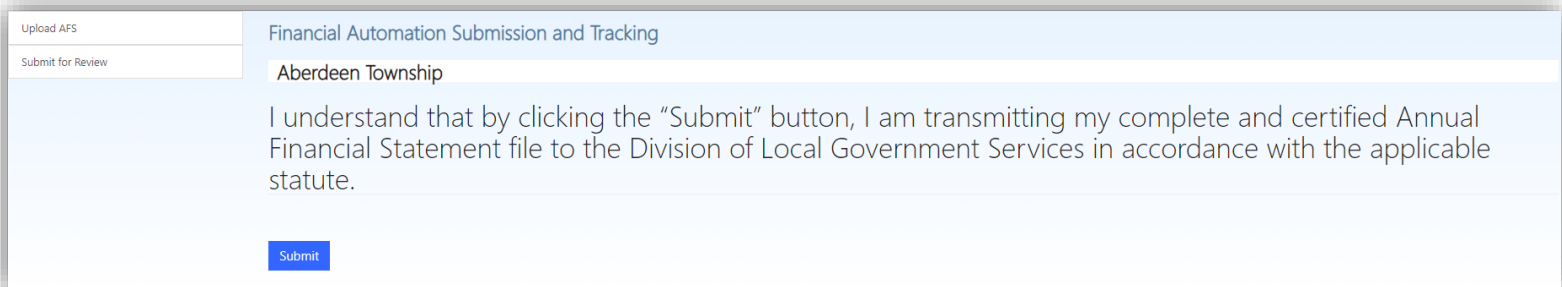
There are no notes to display.

Find AFS Spreadsheet to Upload

Choose File No file chosen

Save

To submit the document, the Chief Financial Officer should navigate to the “Submit for Review” tab and click the submit button. **Only the Chief Financial Officer for the municipality or county may submit.** If you are the CFO and are unable to submit, contact the DCA HelpDesk. An email confirmation will be generated upon successful submission.



Upload AFS

Submit for Review

### Financial Automation Submission and Tracking

Aberdeen Township

I understand that by clicking the “Submit” button, I am transmitting my complete and certified Annual Financial Statement file to the Division of Local Government Services in accordance with the applicable statute.

Submit

**Support**

Any users with questions regarding access to the Budget and Annual Financial Statement modules in FAST or utilization or submission of the standardized excel workbooks through FAST should contact the [helpdesk@dca.nj.gov](mailto:helpdesk@dca.nj.gov) or call(609) 292-8134 for assistance.