Municipality Budget User Manual: Portal

Contents

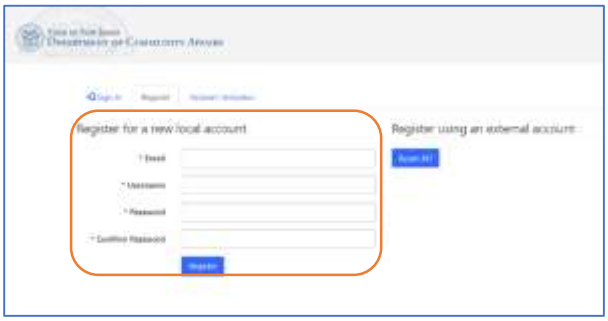
Register for Portal Access 3
Access Portal & How to Log In 3
Navigation 3
Main Navigation: Header 3
FAST Navigation 4
Select Local Government Entity 4
Click LGE Name in Blue Text 5
Using Arrows to Navigate LGE 5
View/Edit Existing Municipality Budget 6
Working with the Municipality Budget 8
Field Types 8
Editable Fields 8
Read-Only Fields 9
Subsidiary Ledgers 9
In-Depth Look at the Muni Budget Sections 10
General 11
Data Entry Sheet 11
Tax Rates 12
Explanatory Statement: Current Fund (Sheet 3) 13
Explanatory Statement: Appropriations Expended & Cancelled (Sheet 3a) 14
Explanatory Statement: Appropriation CAP Calculation (1977 Cap) (Sheet 3b) 14
Explanatory Statement: Levy CAP Calculation (Sheet 3c) 15
Explanatory Statement: Split Function Appropriations & Health Insurance Recap (Sheet 3d) 16
Current Fund: Anticipated Revenues (Sheets 4-10a) 17
Current Fund: Summary of Anticipated Revenue (Sheet 11) 21
Current Fund: Appropriations: Operations within CAPS (Sheets 12-19) 22
Current Fund: Appropriations: Operations Excluded from CAPS (Sheets 20-29) 24
Current Fund: Appropriations: Summary of Appropriations (Sheet 30) 28
Dedicated Assessment Budget (Sheet 37) 29

Appendix to Budget Statement (Sheet 39) 30
Capital Budget & Capital Improvement Program (Sheets 40-40d) 31
Open Space, Recreation, Farmland & Historic Preservation Trust Fund (Sheet 43) 31
Annual List of Change Orders Approved (Sheet 44) 32
Reserve for Uncollected Taxes: Option 1 (Sheet RUT Option 1) 33
Reserve for Uncollected Taxes: Option 2 (Sheet RUT Option 2) 33
Summary Information 34
Utilities 34
Submitting a Muni Budget 35

Register for Portal Access

Before you can access the portal, you must first register for access. You only need to do this one time.

1. Navigate to https://njdca-dev.dynamics365portals.us/Account/Login/Register

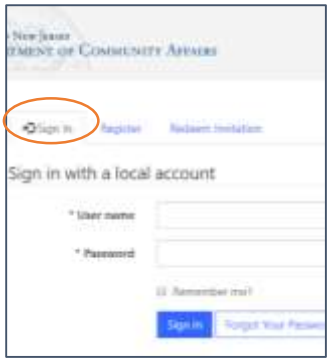


2. Use your email as both Email and Username
3. Type a password
4. Click Register

Access Portal & How to Log In

Once you have registered for portal access, you can now get into the portal.

1. Navigate to https://njdca-dev.dynamics365portals.us
2. Click the **Sign In** button

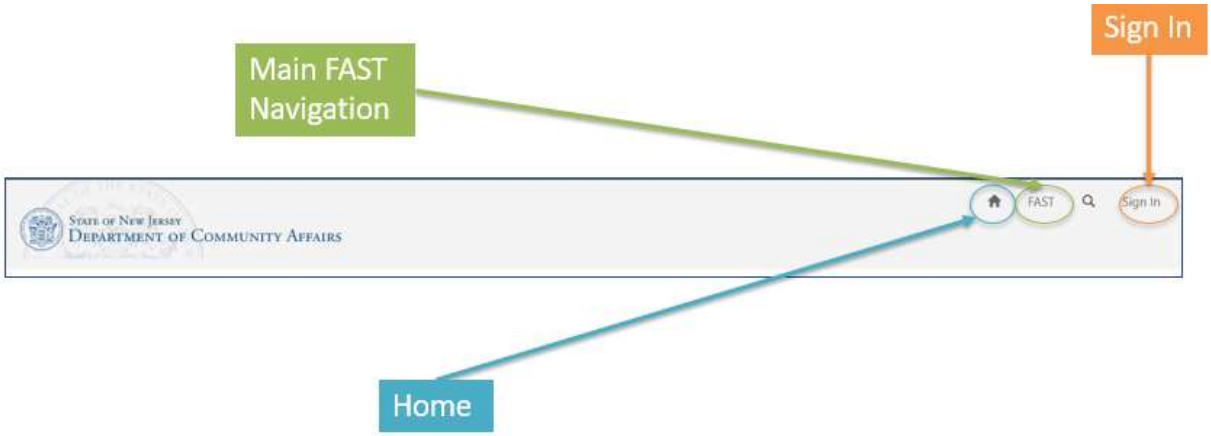


3. Enter your user name and password
4. Click **Sign In**

Navigation

Main Navigation: Header

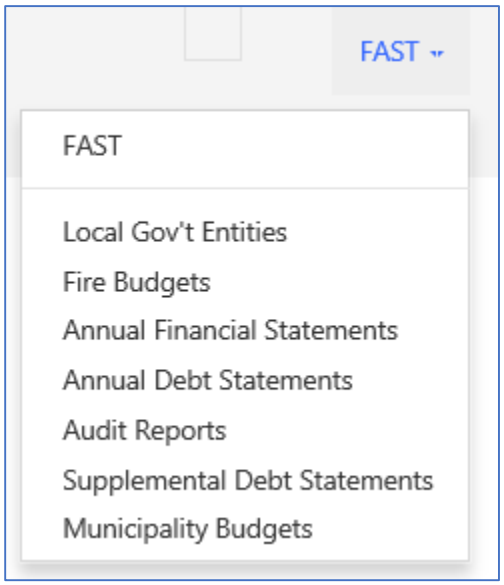
Let's first look at and understand how to navigate the header of the DCA Portal.



- **Home**: The Home icon will always take you back to the main page for the DCA.
- **FAST:** This is where you will access and build documents for a specific Local Government Entity.
- **Sign In**: If you come to this page and haven't signed in yet, simply click Sign In and enter your user name and password.

FAST Navigation

Click on **FAST** at the top toolbar



From here, you can select which area you would like to work in: Municipality Budget, Local Gov't Entities, Fire Budgets, Annual Financial Statements, Supplemental Debt Statements or Annual Debt Statements (note: more options will be added as this project progresses).

Selecting any option will show you records that you have access to give.

Select Local Government Entity

From the FAST page of the Portal, you can select a specific Local Government Entity (LGE). You will see a list of LGEs that you have access to. From the list, you can either (1) click the Local Government Entity

name in blue text OR (2) click the arrow on the right-hand side of the LGE row and select what you would like to view on that LGE.

Click LGE Name in Blue Text

1. Click LGE Name in blue text

2. This displays data about the Local Government Entity information. Data here includes:
    a. Name
    b. Phone Number
    c. Email
    d. Website
    e. Address
    f. People
    g. Annual Financial Statements
    h. Fire Budgets
    i. Annual Debt Statements
    j. Supplemental Debt Statements
    k. Municipality Budgets

Using Arrows to Navigate LGE

1. From the FAST page of the Portal, click on the arrow to the right of the LGE row you would like to access

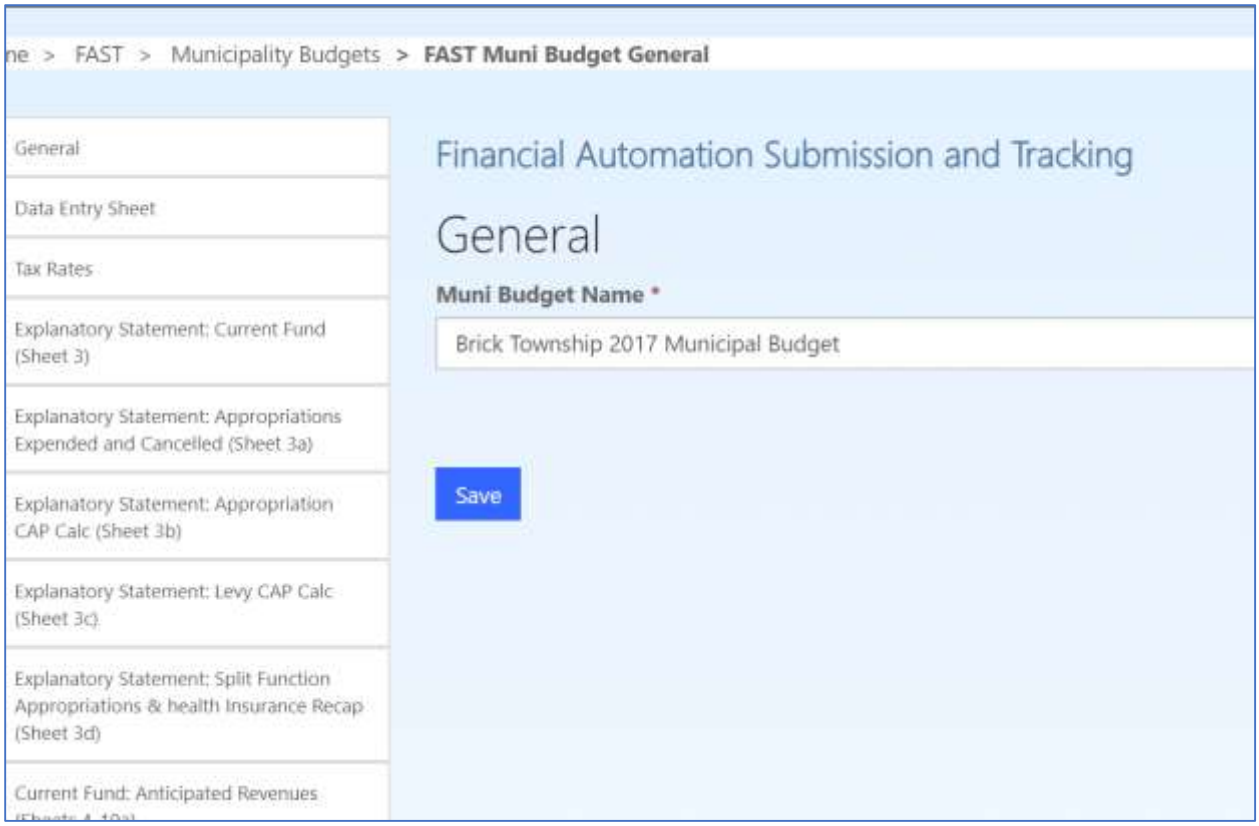
2. Once you click the arrow, you will see all available options (note: more statements will be available within the next several months)

3. Select either **Municipality Budgets** or **View LGE Details** to view what you would like to see

View/Edit Existing Municipality Budget

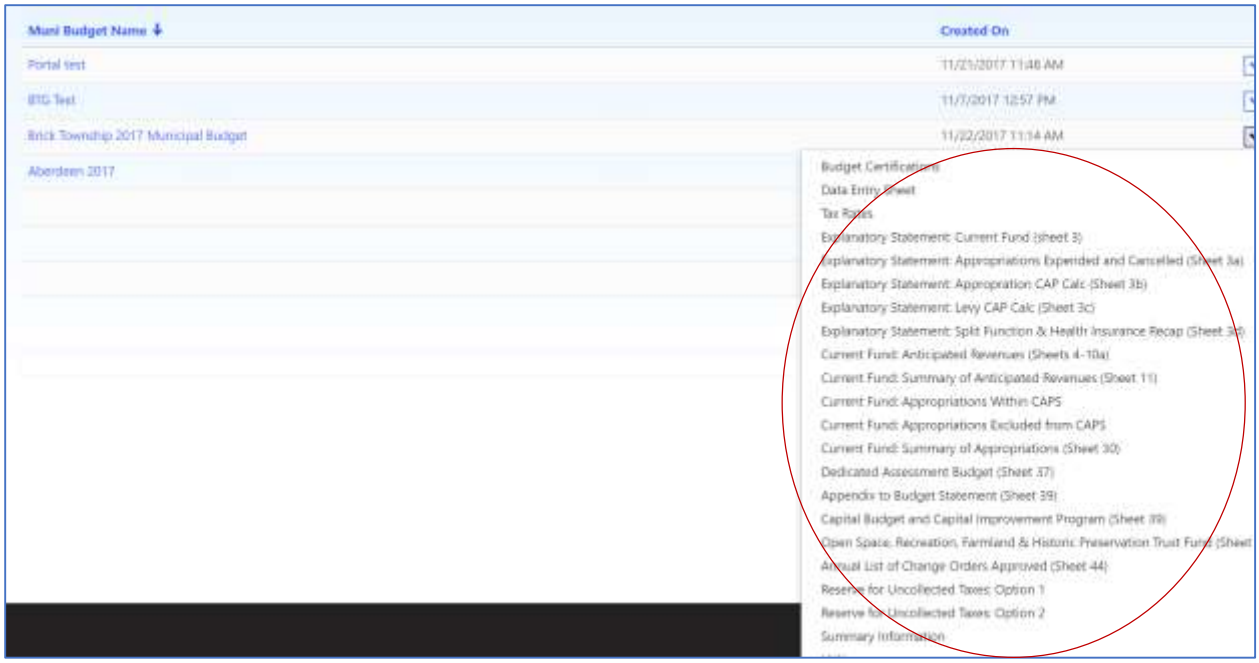
After you have opened an existing LGE, you can view the Municipality Budget details. Simply click on **Municipality Budget** after clicking on the arrow next to the LGE:

If a LGE has Municipality Budgets, they will all be listed here. Click on the Municipality Budget Name (in blue text) which takes you to the General Section. Access additional sections using the navigation along the left-hand side:



To add a new municipality budget from this screen, simply click the **Create New Municipal Budget** button on the right-hand side.

Click the arrow to the right of the Muni Budget Name to select a specific section of the Muni Budget. This will take you to the desired area of the Muni Budget directly.



Working with the Municipality Budget

At the end of each section, click the **Save** button at the bottom of the screen to save all data. When data is saved on the Muni Budget, it will kick off many behind the scenes workflows and processing to updated many of the read-only fields you will find throughout the portal.

Field Types

You will find 3 types of fields on a Muni Budget:

1. Editable Fields
2. Read-Only Fields
3. Subsidiary Ledgers

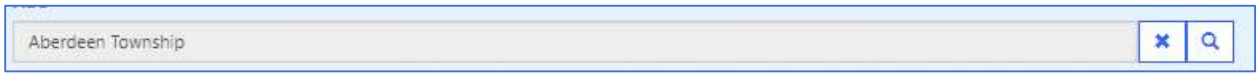
Editable Fields

Fields you can edit and add data to will be displayed with an open, white box:

Enter or update data in this fields, and then click **Save** at the bottom.

Look-Up Fields

Lookup fields in the portal are displayed like this:



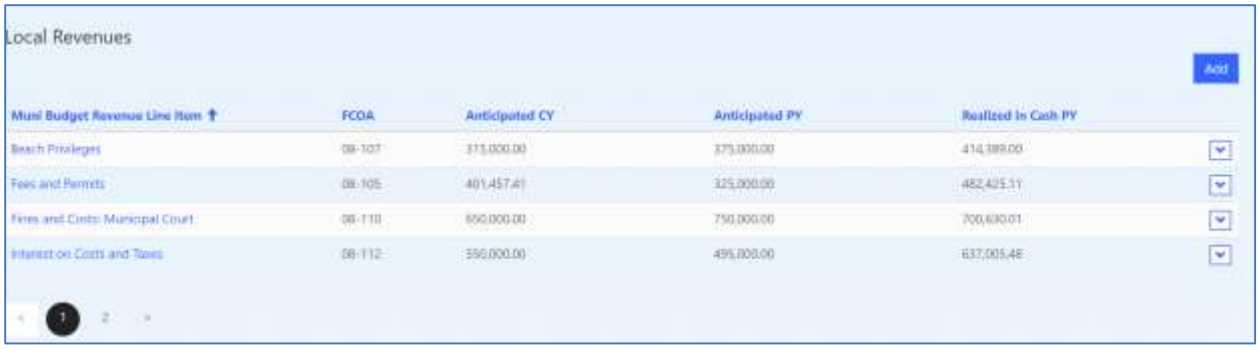
Click the X button to remove data currently in the field. Use the magnifying glass icon to look up a record for this field.

Read-Only Fields

There are many read-only fields in many sections of the Muni Budget. These fields will not have white boxes and you cannot click in the field. These fields are automatically calculated for you, based on data you add in the editable fields.

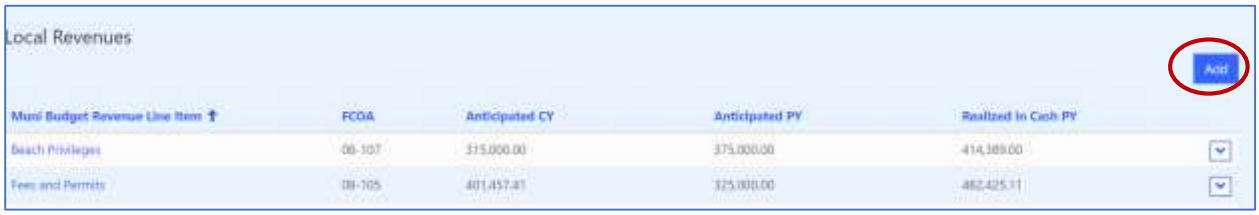
Subsidiary Ledgers

The Subsidiary Ledger is a section on the Muni Budget that references data from different areas. Here is an example of a Subsidiary Ledger on the Muni Budget:

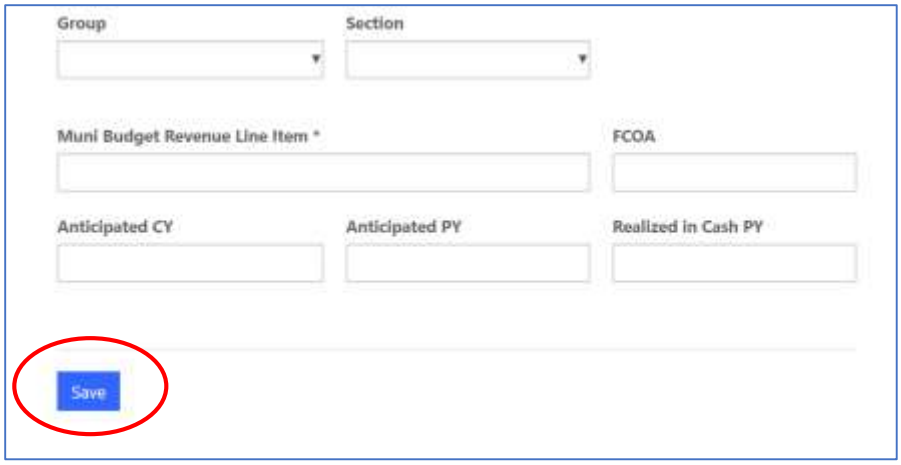


Adding Data to a Subsidiary Ledger

To add a new line of data to a Subsidiary Ledger, simply click the blue **Add** button on the right-hand side.



After clicking **Add**, a pop-up window will open where you can enter details. Here is a sample pop-up window for a subsidiary ledger (these will all be unique based on which subsidiary ledger you are adding to):



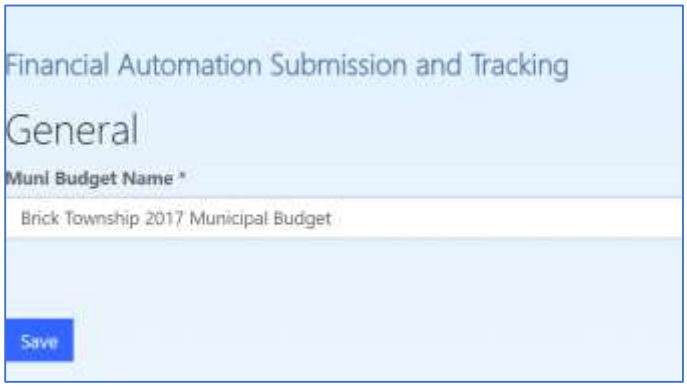
Once you had completed adding details, click the blue **Save** button at the bottom.

In-Depth Look at the Muni Budget Sections

Let's take an in-depth look at each section of the Muni Budget. You can navigate through different areas of the Muni Budget using the left-hand navigation areas.

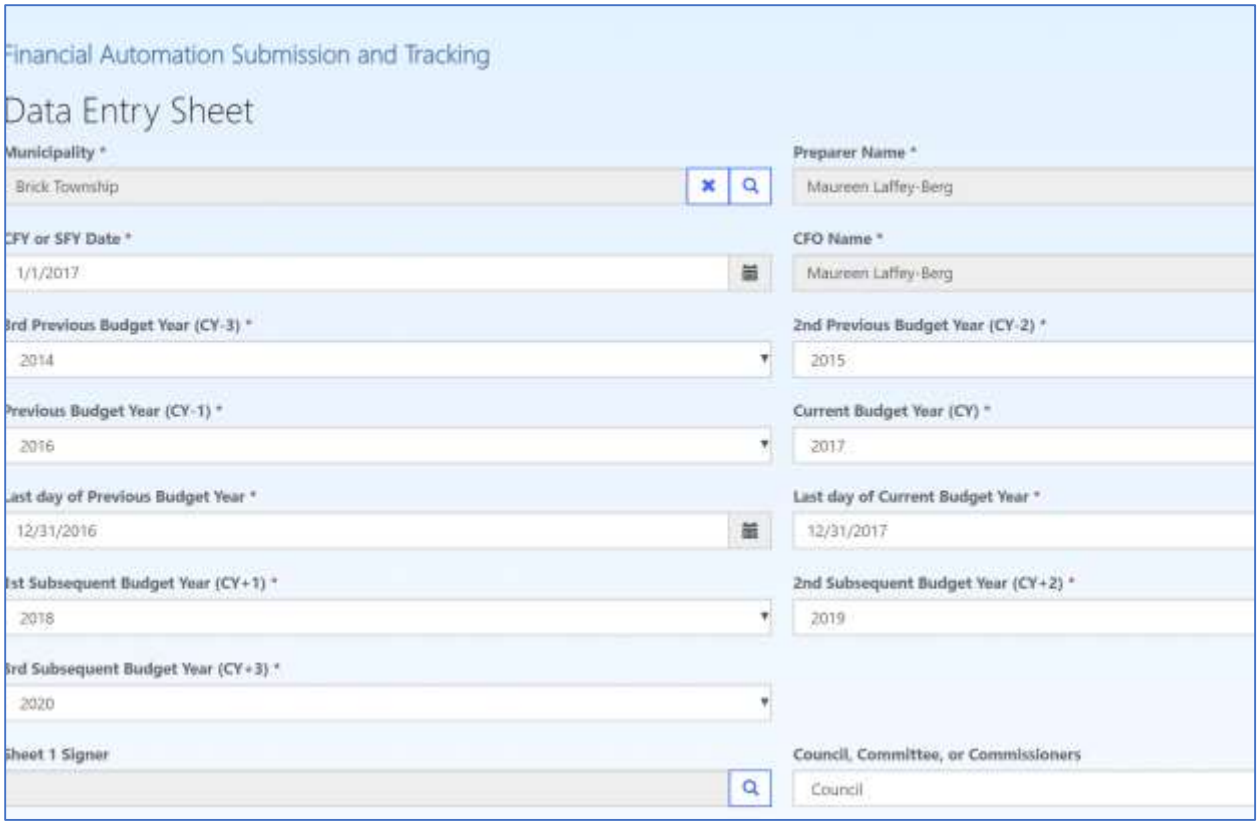
General

The General section has the name of the Muni Budget, a required field (as signified by the red asterisk *).



Data Entry Sheet

This section is exactly as it sounds – a data entry point for you! All fields are editable. Once you have completed entering all data here, make sure to click **Save** at the bottom. The values in this fields will run many automatic calculations to populate values throughout the other sections of the Muni Budget.



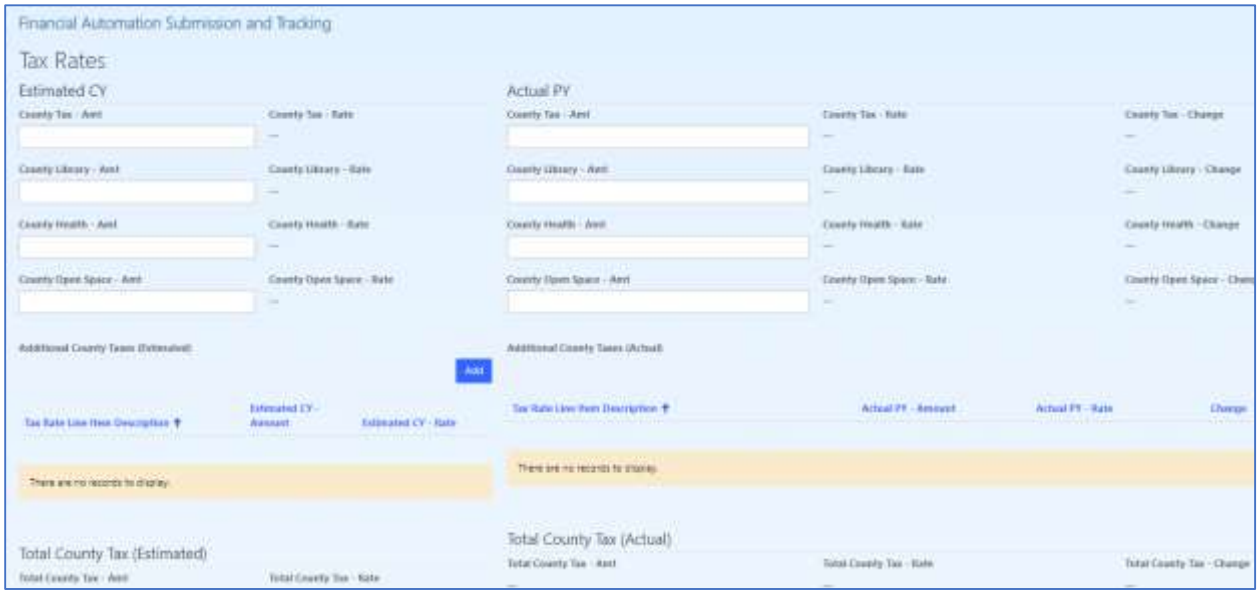
Tax Rates

The Tax Rates section has a number of areas with a few editable fields, many read-only calculated fields and several subsidiary ledgers.

Sections:

- Estimated CY / Actual PY (all County Taxes)
  - 4 editable fields in each section
  - 8 read-only, calculated fields in each section
- Additional County Taxes – Estimated & Actual
  - Subsidiary Ledgers only
- Total County Tax – Estimated & Actual
  - All read-only, calculated fields
- Estimated / Actual
  - Detail for School taxes & Open Space Tax
  - 4 editable fields for each section
  - 12 read-only, calculated fields
- Additional Muni Taxes – Estimated & Actual
  - Subsidiary Ledgers
  - 6 editable fields
  - 9 read-only, calculated fields
- Total – Estimated & Actual
  - All read-only, calculated fields

- Net Valuation Taxable – Estimated & Actual
    - Editable fields
- Tax Rate affect on Average Assessed Home Value
    - Editable field
- CY/PY Affect on Avg Assessed Home
    - All read-only, calculated fields



Explanatory Statement: Current Fund (Sheet 3)

The Current Fund section is mostly read-only, calculated fields with a few editable fields as well.

Once you have completed adding data in this section, be sure to click the **Save** at the bottom.

Explanatory Statement: Appropriations Expended & Cancelled (Sheet 3a)

This section has two areas:

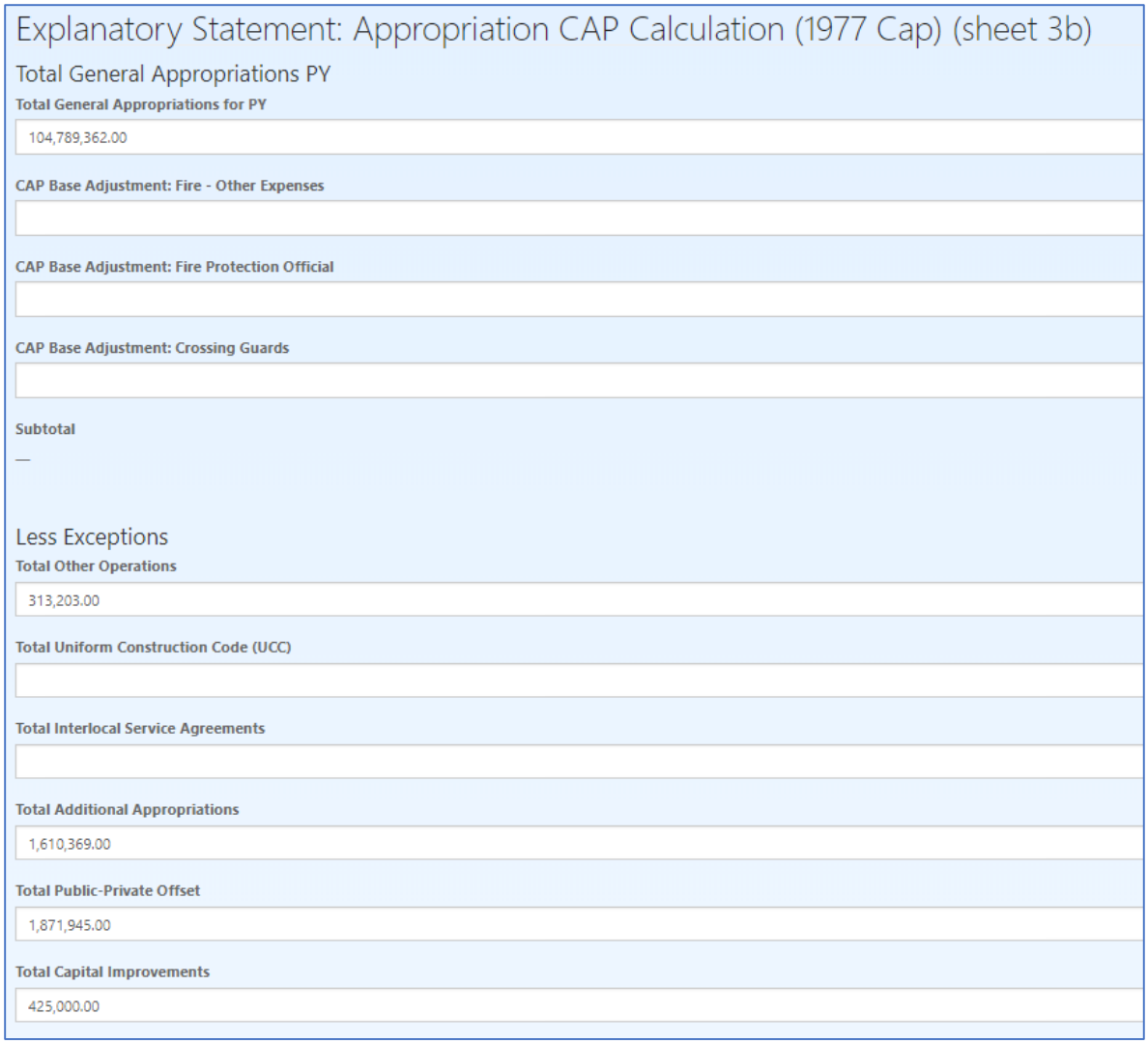
- Appropriations: General Budget
- Expenditures: General Budget

Each section has editable fields with one read-only, calculated field summing the totals.

Explanatory Statement: Appropriation CAP Calculation (1977 Cap) (Sheet 3b)

This section contains many editable fields and read-only, calculated fields. It is broken up into several areas:

- Total General Appropriations PY
- Less Exceptions
- CAP
- Allowable Operating Appropriations before Additional Exceptions
- Additional Exceptions
- Totals



Once you have completed adding data in this section, be sure to click the **Save** at the bottom.

Explanatory Statement: Levy CAP Calculation (Sheet 3c)

This section contains many editable fields and read-only, calculated fields. It is broken up into five areas:

- Adjusted Tax Levy Prior to Exclusions
- Exclusions
- Adjusted Tax Levy After Exclusions
- Additions
- Totals

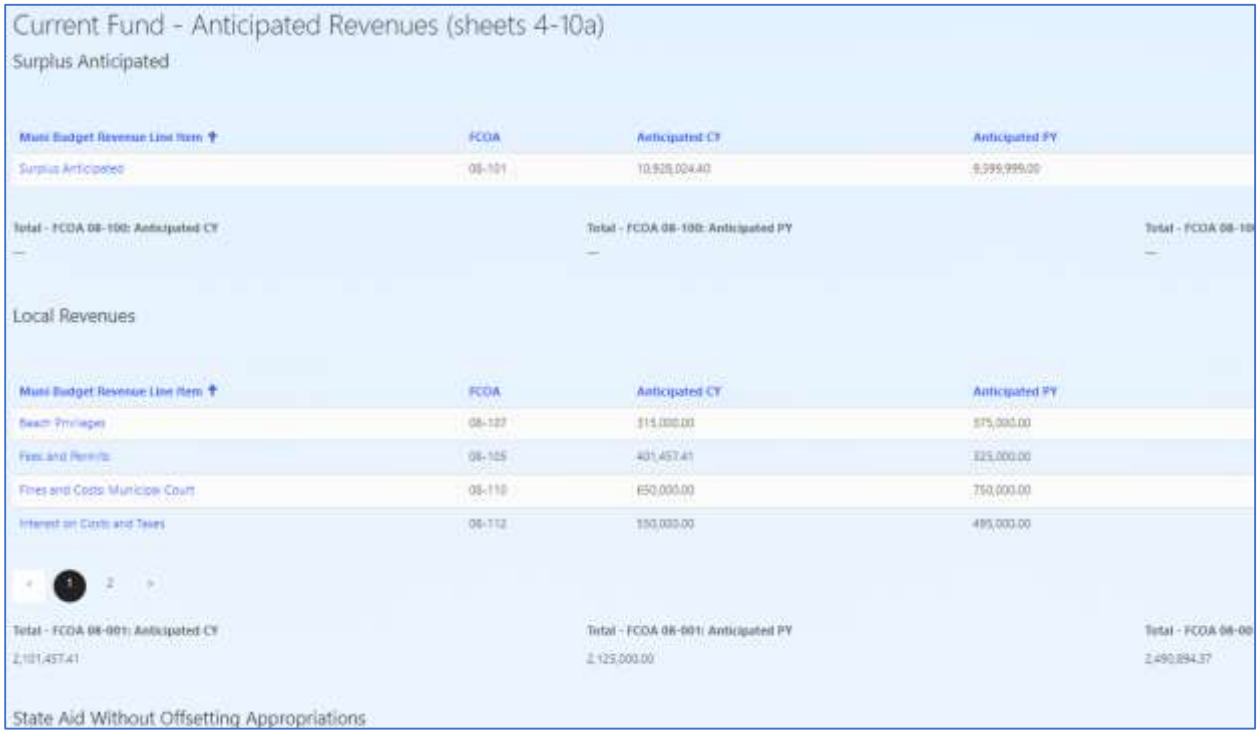
Once you have completed adding data in this section, be sure to click the **Save** at the bottom.

Explanatory Statement: Split Function Appropriations & Health Insurance Recap (Sheet 3d)

This shorter section gives you calculations for the Health Insurance Recap. There are five editable fields and two read-only, calculated fields.

Current Fund: Anticipated Revenues (Sheets 4-10a)

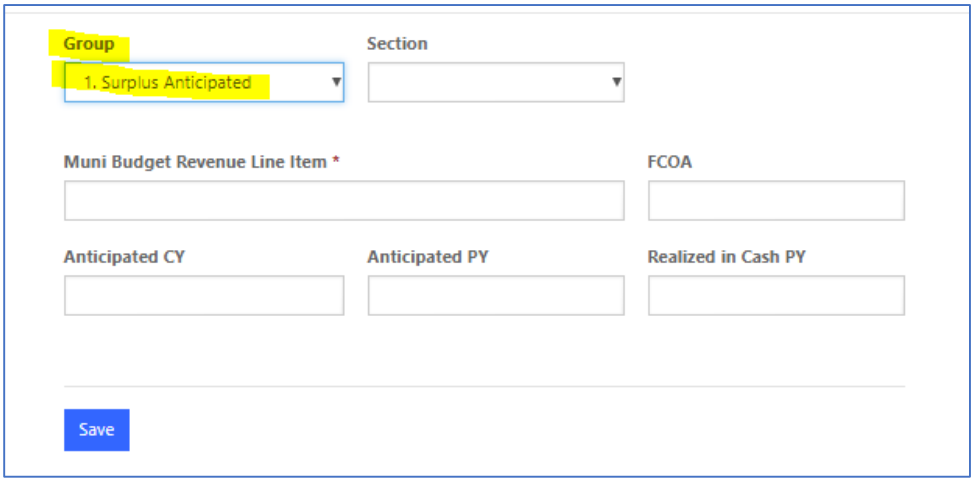
This section consists of subsidiary ledgers and read-only, calculated fields.



It has many areas:

Surplus Anticipated

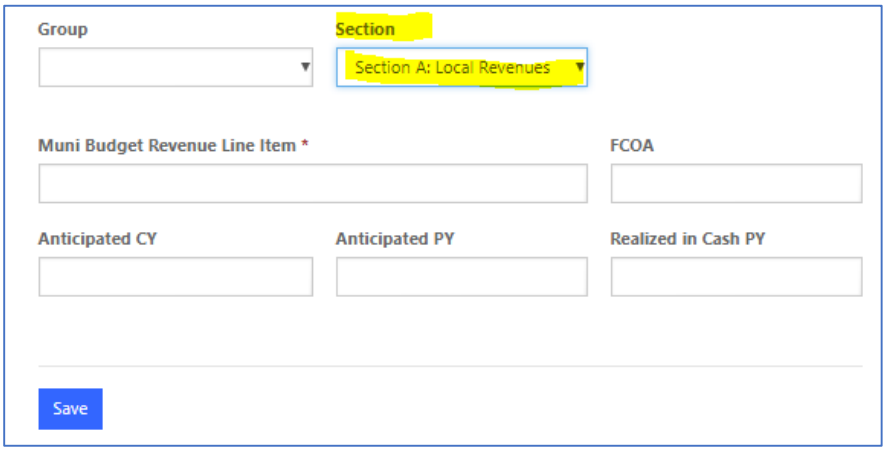
- Subsidiary ledger for Surplus Anticipated detail
- Make sure to specify **Group = 1. Surplus Anticipated** in the Subsidiary Ledger detail



- 3 read-only, calculated fields beneath Subsidiary Ledger

Local Revenues

- Subsidiary ledger
- Make sure to specify **Section = A. Local Revenues** in the Subsidiary ledger detail

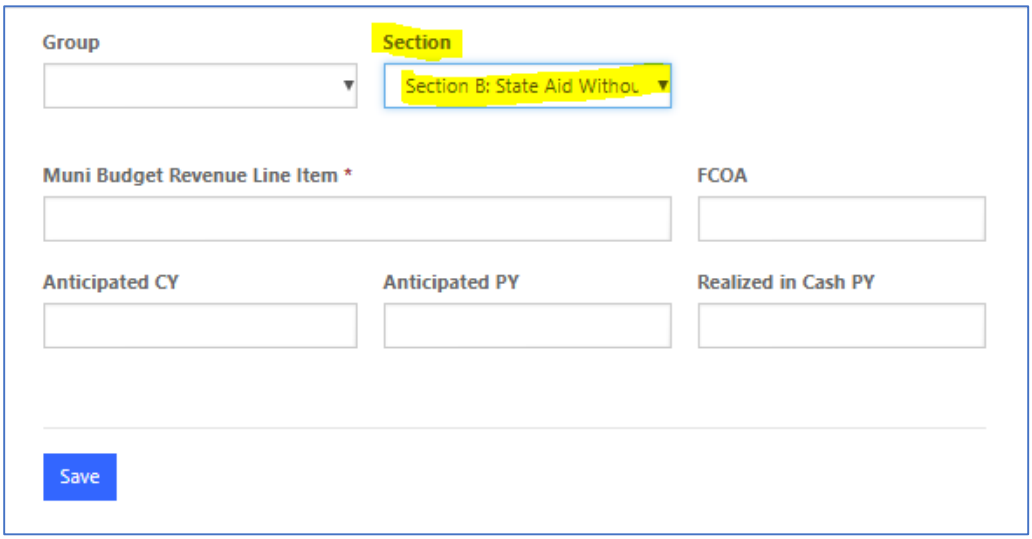


- 3 read-only, calculated fields beneath Subsidiary Ledger

State Aid Without Offsetting Appropriations

- Subsidiary ledger

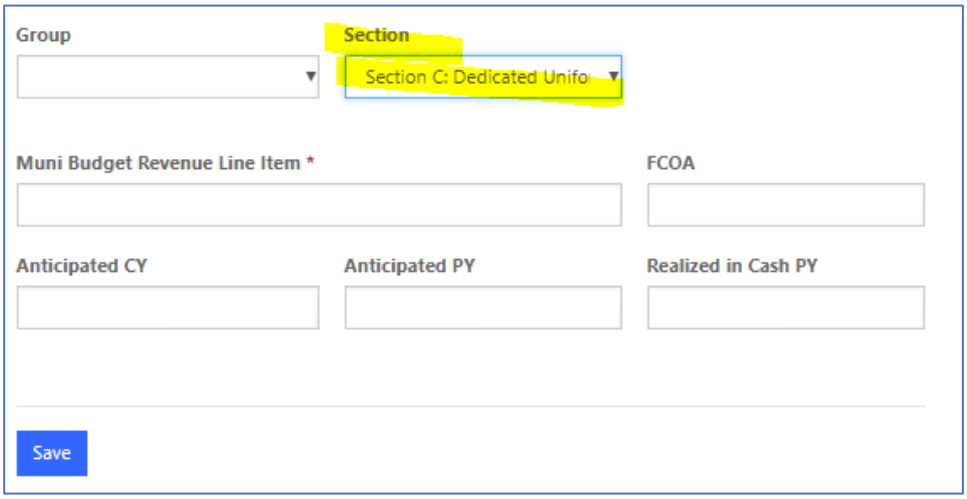
- Make sure to specify **Section = B. State Aid Without Offsetting Appropriations** in the Subsidiary ledger detail



- 3 read-only, calculated fields beneath Subsidiary Ledger

Dedicated Uniform Construction Code Fees Offset with Appropriations

- Subsidiary ledger
- Make sure to specify **Section = C. Dedicated Uniform Construction Code Fees Offset with Appropriations** in the Subsidiary ledger detail

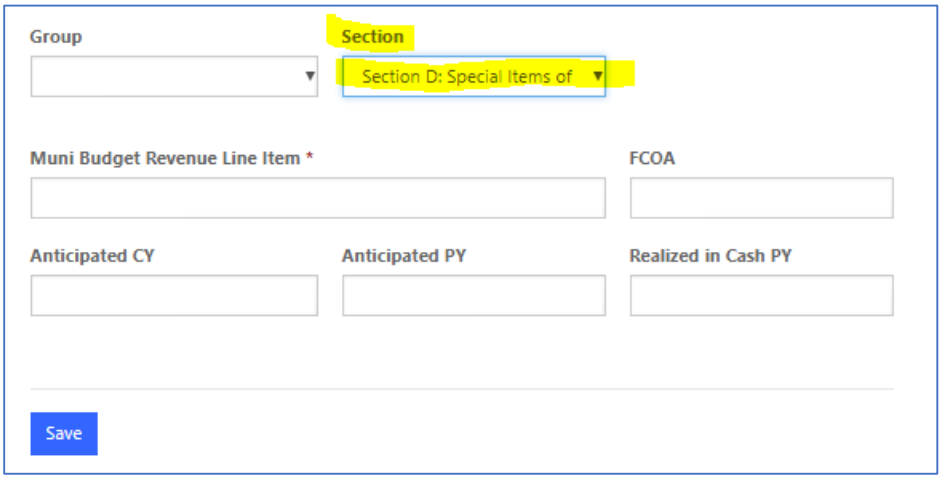


- 3 read-only, calculated fields beneath Subsidiary Ledger

Shared Service Agreements Offset with Appropriations

- Subsidiary ledger
- Make sure to specify **Section = D. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Shared Service Agreements**

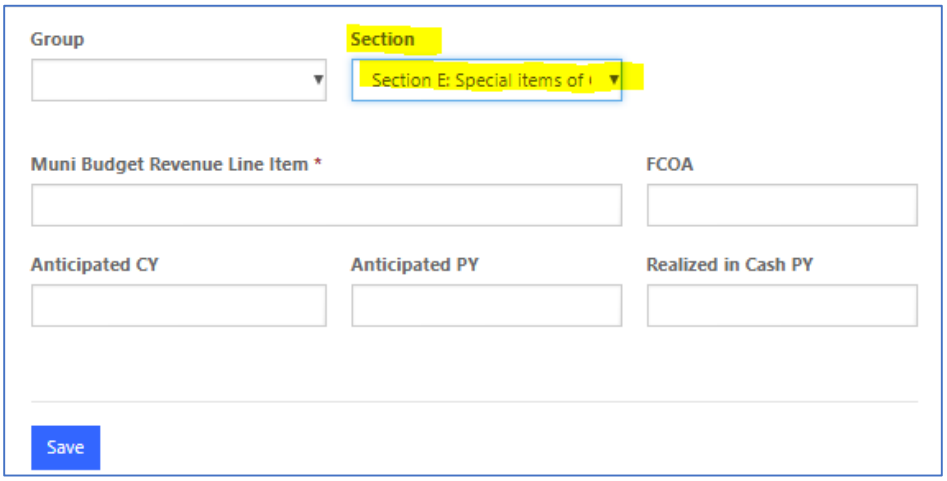
Offset with Appropriations in the Subsidiary ledger detail



- 3 read-only, calculated fields beneath Subsidiary Ledger

Consent of Director of Local Government Services – Additional Revenues

- Subsidiary ledger
- Make sure to specify **Section = E. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Additional Revenues** in the Subsidiary ledger detail

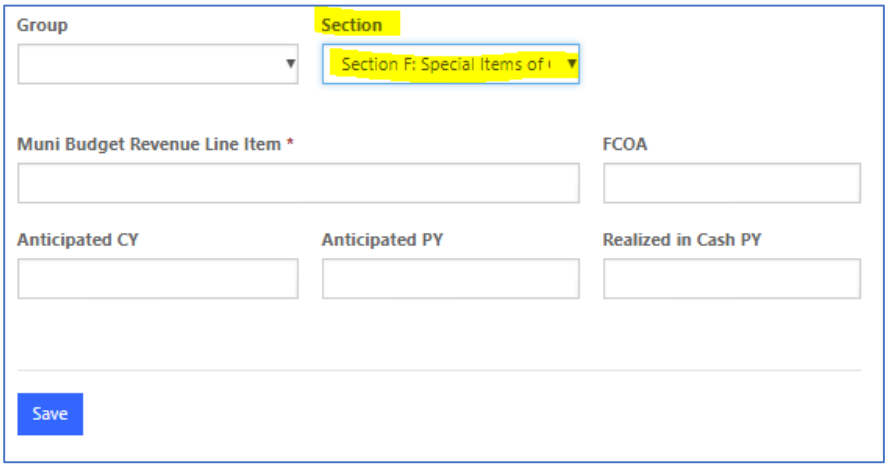


- 3 read-only, calculated fields beneath Subsidiary Ledger

Consent of Director of Local Government Services - Public and Private Revenues

- Subsidiary ledger
- Make sure to specify **Section = F. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Public and Private Revenues**

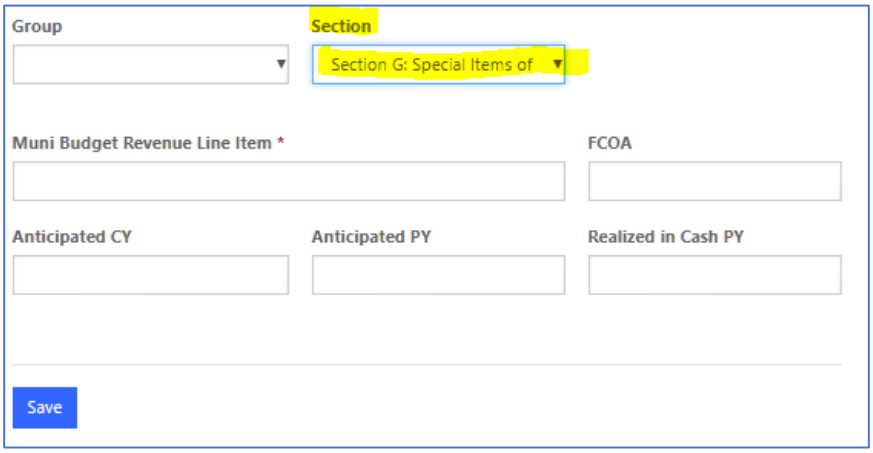
Offset with Appropriations in the Subsidiary ledger detail



- 3 read-only, calculated fields beneath Subsidiary Ledger

Consent of Director of Local Government Services - Other Special Items

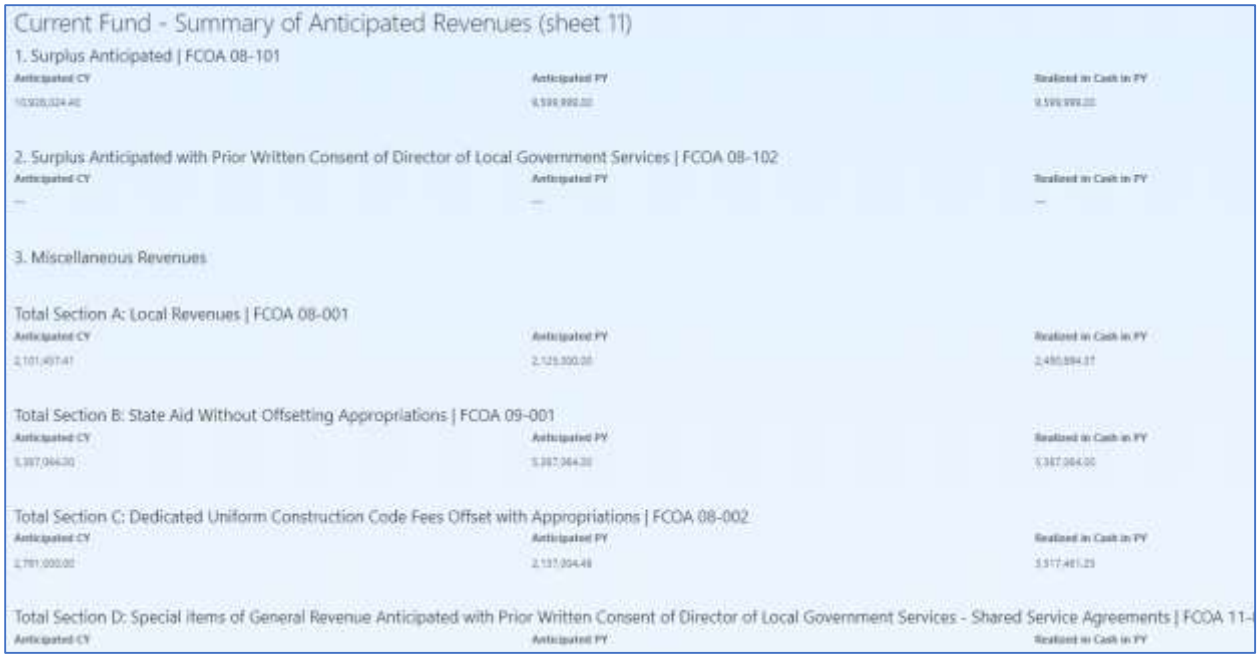
- Subsidiary ledger
- Make sure to specify **Section = G. Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services – Other Special Items** in the Subsidiary ledger detail



- 3 read-only, calculated fields beneath Subsidiary Ledger

Current Fund: Summary of Anticipated Revenue (Sheet 11)

This section is a mix of editable and read-only, calculated fields. It is broken up into many areas of the Current Fund.



Current Fund: Appropriations: Operations within CAPS (Sheets 12-19)

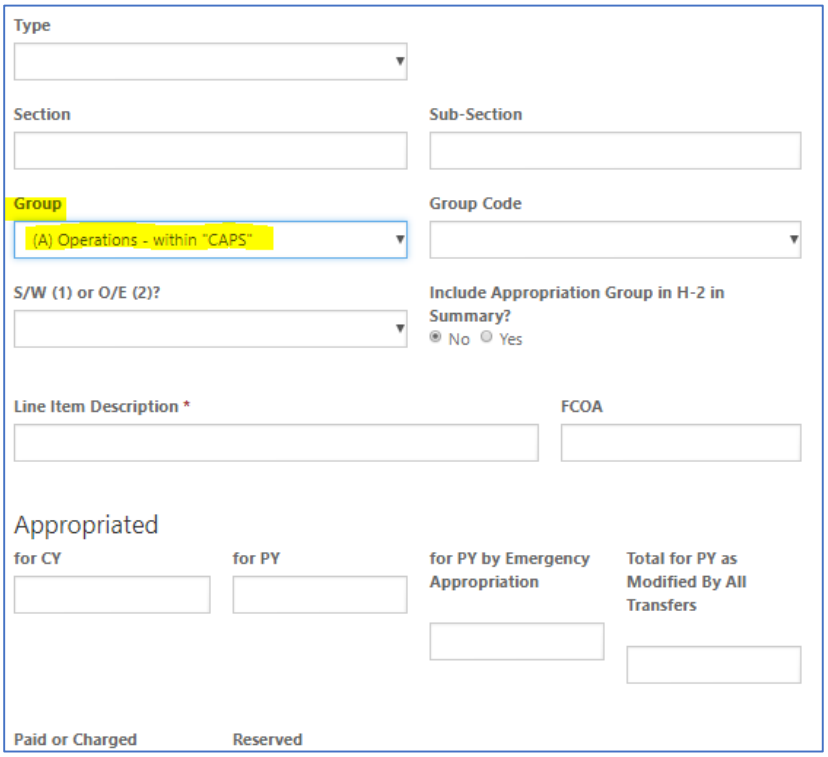
This section is made of mostly subsidiary ledgers and read-only, calculated fields. There are a few editable fields in the section – “Overexpended” in each of the Total areas, which is a simple Yes/No field.

This section is broken up into many areas.

Operations within CAPS

- Subsidiary ledger

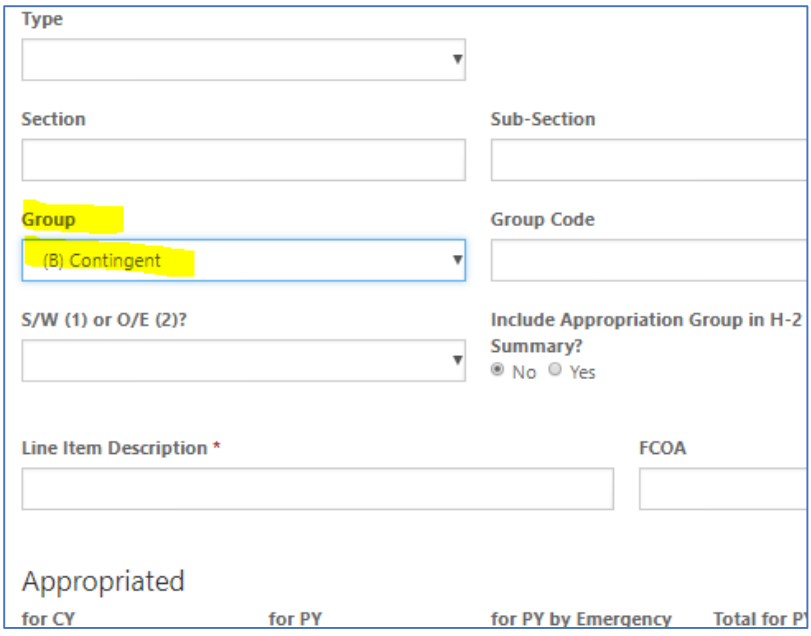
- In Subsidiary Ledger detail, specify **Group = (A) Operations – within "CAPS"**



- Total Operations within "CAPS" section with read-only, calculated fields and the Overexpended Yes/No field

Operations Including Contingent – within "CAPS"

- Subsidiary ledger
- In Subsidiary Ledger detail, specify **Group = (B) Contingent**



- Total Operations Including Contingent – within "CAPS" section with read-only, calculated fields and the Overexpended Yes/No field

Detail: Total Salaries and Wages

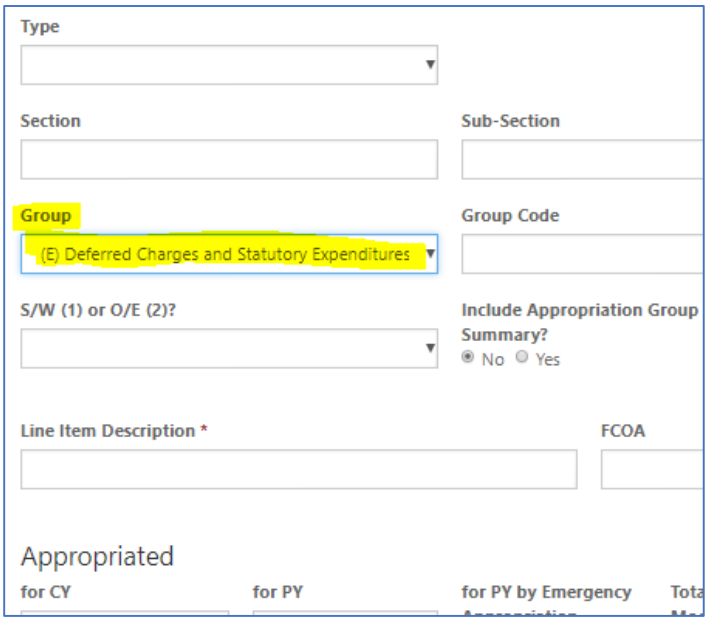
- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

Detail: Total Other Expenses (Including Contingent)

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

Deferred Charges and Statutory Expenditures – Municipal within "CAPS"

- Subsidiary ledger
- In Subsidiary Ledger detail, specify **Group = (E) Deferred Charges and Statutory Expenditures – Municipal within "CAPS"**



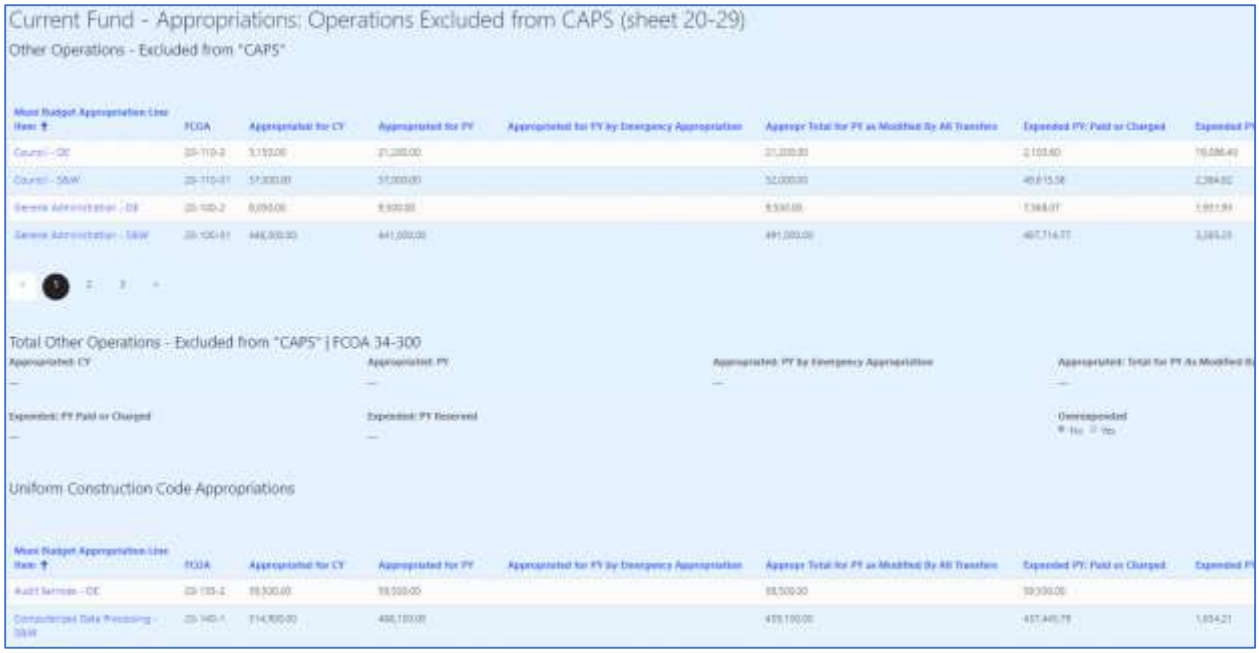
- Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS" section with read-only, calculated fields and the Overexpended Yes/No field

General Appropriations for Municipal Purposes within "CAPS"

- Subsidiary ledger
- Total General Appropriations for Municipal Purposes within "CAPS" | FCOA 34-299 section with read-only, calculated fields and the Overexpended Yes/No field

Current Fund: Appropriations: Operations Excluded from CAPS (Sheets 20-29)

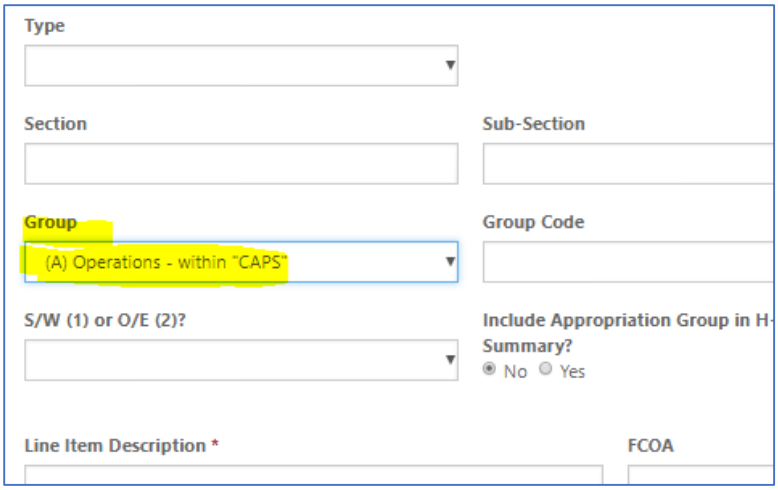
This section is made of mostly subsidiary ledgers and read-only, calculated fields. There are a few editable fields in the section – "Overexpended" in each of the Total areas, which is a simple Yes/No field.



This section is broken up into many areas.

Other Operations – Excluded from "CAPS"

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (A) Operations – Excluded from "CAPS"**



- Total Other Operations - Excluded from "CAPS" | FCOA 34-300 section with read-only, calculated fields and the Overexpended Yes/No field

Uniform Construction Code Appropriations

- Subsidiary ledger
- Total Uniform Construction Code Appropriations | FCOA 22-999 section with read-only, calculated fields and the Overexpended Yes/No field

Shared Service Agreements

- Subsidiary ledger

- Total Shared Service Agreements | FCOA 42-999 section with read-only, calculated fields and the Overexpended Yes/No field

Additional Appropriations Offset by Revenues

- Subsidiary ledger
- Total Additional Appropriations Offset by Revenues (N.J.S. 40A:4-45.3h) | FCOA 34-303 section with read-only, calculated fields and the Overexpended Yes/No field

Public and Private Programs Offset by Revenues

- Subsidiary ledger
- Total Public and Private Programs Offset by Revenues | FCOA 40-999 section with read-only, calculated fields and the Overexpended Yes/No field

Total Operations – Excluded from "CAPS" (A)

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

Detail: Total Salaries and Wages | FCOA 34-305-1

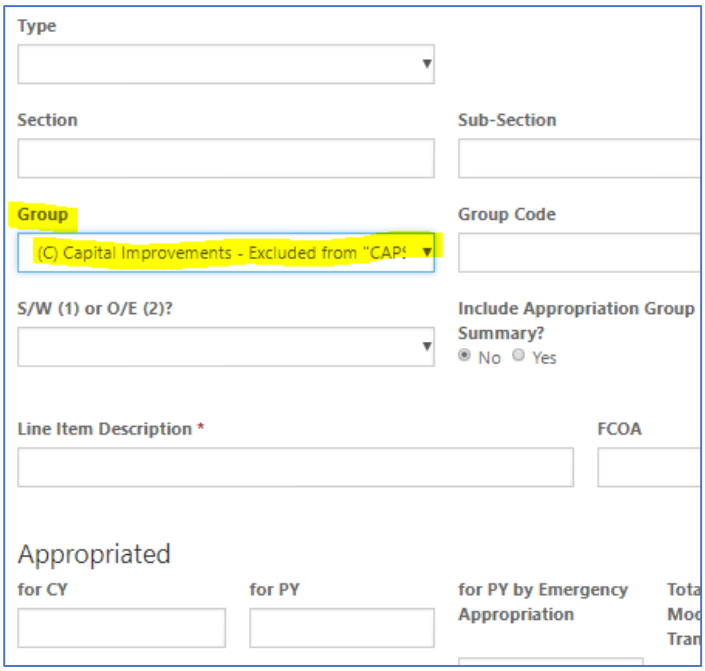
- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

Detail: Total Other Expenses | FCOA 34-305-2

- Read-only, calculated fields
- One editable field: Overexpended – Yes/No

Capital Improvements Excluded from "CAPS" (C)

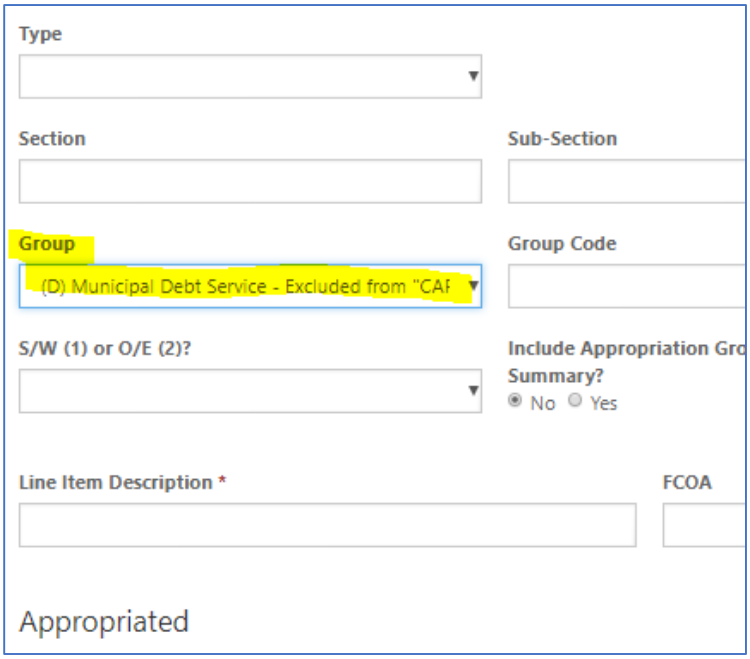
- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (C) Capital Improvements – Excluded from "CAPS"**



- Total Capital Improvements Excluded from "CAPS" (C) | FCOA 44-999 section with read-only, calculated fields and the Overexpended Yes/No field

Municipal Debt Service - Excluded from "CAPS" (D)

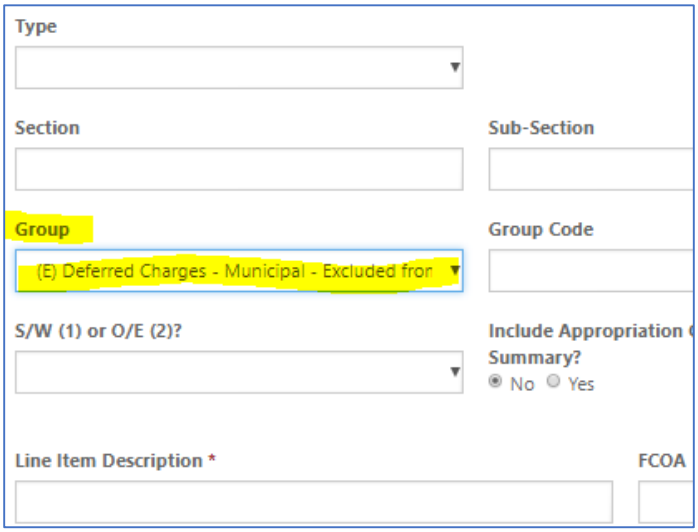
- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (D) Municipal Debt Service – Excluded from "CAPS"**



- Total Municipal Debt Service - Excluded from "CAPS" (D) | FCOA 45-999 section with read-only, calculated fields and the Overexpended Yes/No field

Deferred Charges - Municipal - Excluded from "CAPS" (E)

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (E) Deferred Charges - Municipal– Excluded from "CAPS"**



- Total Deferred Charges - Municipal - Excluded from "CAPS" (E) | FCOA 46-999 section with read-only, calculated fields and the Overexpended Yes/No field

General Appropriations for Municipal Purposes Excluded from "CAPS" (H-2)

- Subsidiary ledger

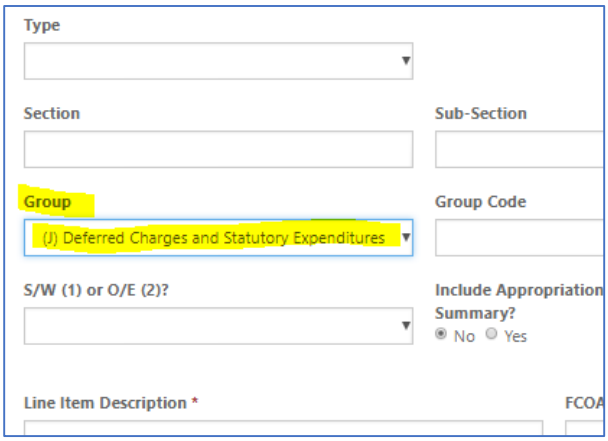
- Total General Appropriations for Municipal Purposes Excluded from "CAPS" (H-2) | FCOA 34-309 section with read-only, calculated fields and the Overexpended Yes/No field

Type 1 District School Debt Service - Excluded from "CAPS" (1)

- Subsidiary ledger
- Total Type 1 District School Debt Service - Excluded from "CAPS" (1) | FCOA 48-999 section with read-only, calculated fields and the Overexpended Yes/No field

Deferred Charges and Statutory Expenditures - Local School - Excluded from "CAPS" (J)

- Subsidiary ledger
- In Subsidiary ledger, specify **Group = (J) Deferred Charges and Statutory Expenditures – Local School– Excluded from "CAPS"**



- Total Deferred Charges and Statutory Expenditures - Local School - Excluded from "CAPS" (J) | FCOA 29-410 section with read-only, calculated fields and the Overexpended Yes/No field

Total Municipal Appropriations for Local District School Purposes - Excluded from "CAPS" (K) | FCOA 29-410

- Read-only, calculated fields

Total General Appropriations - Excluded from "CAPS" (O) | FCOA 34-399

- Read-only, calculated fields

Subtotal General Appropriations Within "CAPS" and Excluded from "CAPS" (L) | FCOA 34-400

- Read-only, calculated fields

Reserve for Uncollected Taxes (M) | FCOA 50-899

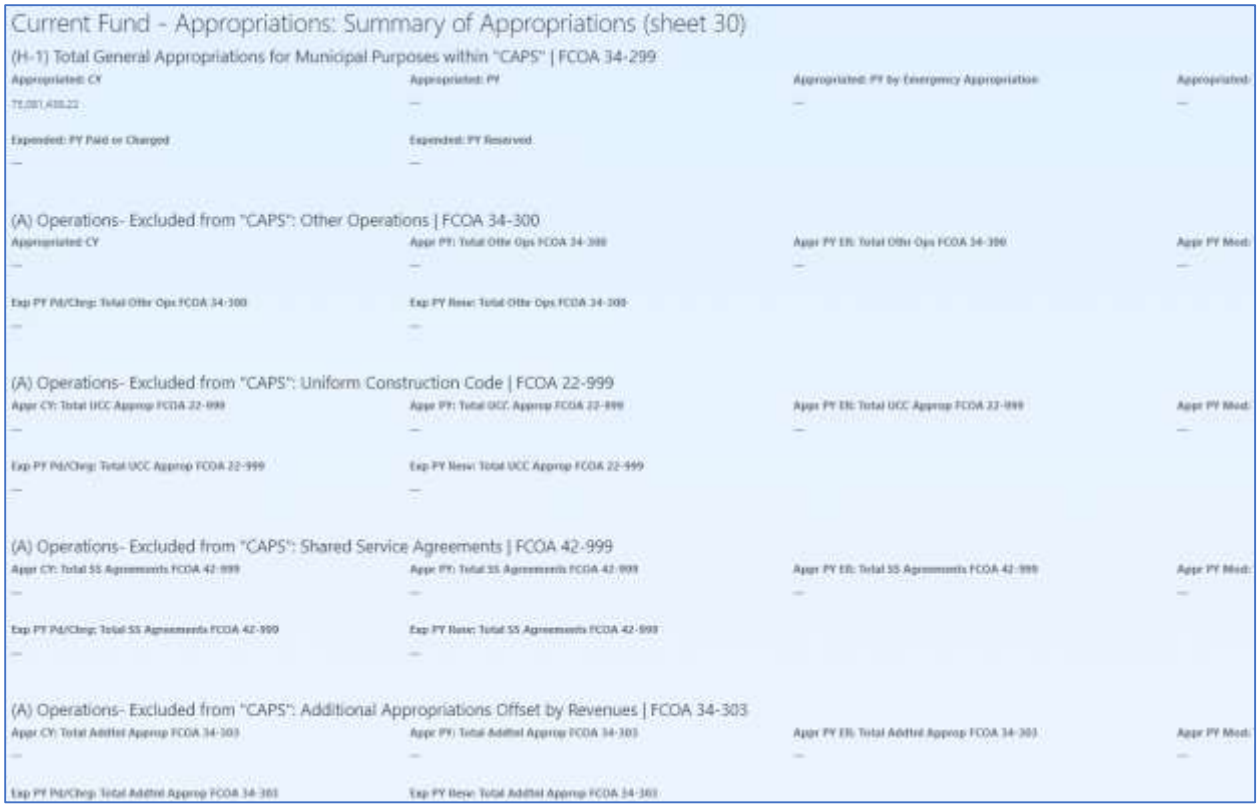
- Read-only, calculated and editable fields

Total General Appropriations (9) | FCOA 34-499

- Read-only, calculated fields

Current Fund: Appropriations: Summary of Appropriations (Sheet 30)

This section has mostly read-only, calculated fields with a few editable fields.



Dedicated Assessment Budget (Sheet 37)

This section has 6 read-only, calculated fields and multiple editable fields.

Appendix to Budget Statement (Sheet 39)

This section has editable and read-only, calculated fields.

It has the following areas:

- Assets
- Liabilities, Reserves and Surplus
- School Tax Cash Liabilities
- Comparative Statement of Current Fund Operations and Changes in Current Surplus
- Proposed Use of Current Fund Surplus in CY Budget

Capital Budget & Capital Improvement Program (Sheets 40-40d)

The Capital Budget and Capital Improvement Program section has editable fields, read-only, calculated fields and three subsidiary ledgers.

It has the following areas:

- Capital Improvement Program Narrative
  - Free text field, editable
- Capital Budget (CY Action)
  - Subsidiary ledger
  - Read-only, calculated fields
- 3 Year Capital Program: Anticipated Project Schedule and Funding Requirements
  - Subsidiary ledger
  - Read-only, calculated fields
- 3 Year Capital Program: Summary of Anticipated Funding Sources and Amounts
  - Subsidiary ledger
  - Read-only, calculated fields

Open Space, Recreation, Farmland & Historic Preservation Trust Fund (Sheet 43)

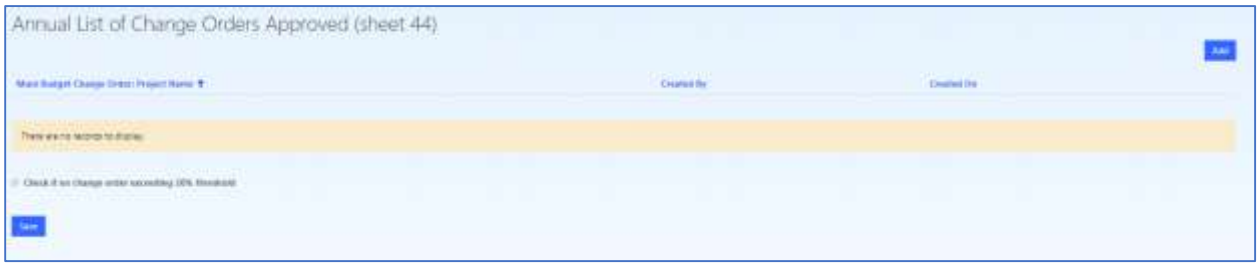
This section has subsidiary ledgers, editable fields and read-only, calculated fields.

It consists of the following areas:

- Dedicated Revenues from Trust Fund
    - Subsidiary ledger
    - 3 read-only, calculated fields
- Summary of Program
    - Editable fields about Trust Fund Summary
- Appropriations
    - Subsidiary ledger
    - 5 read-only, calculated fields

Annual List of Change Orders Approved (Sheet 44)

This section has one subsidiary ledger and one checkbox. Check the box if there is no change order exceeding 20% threshold.

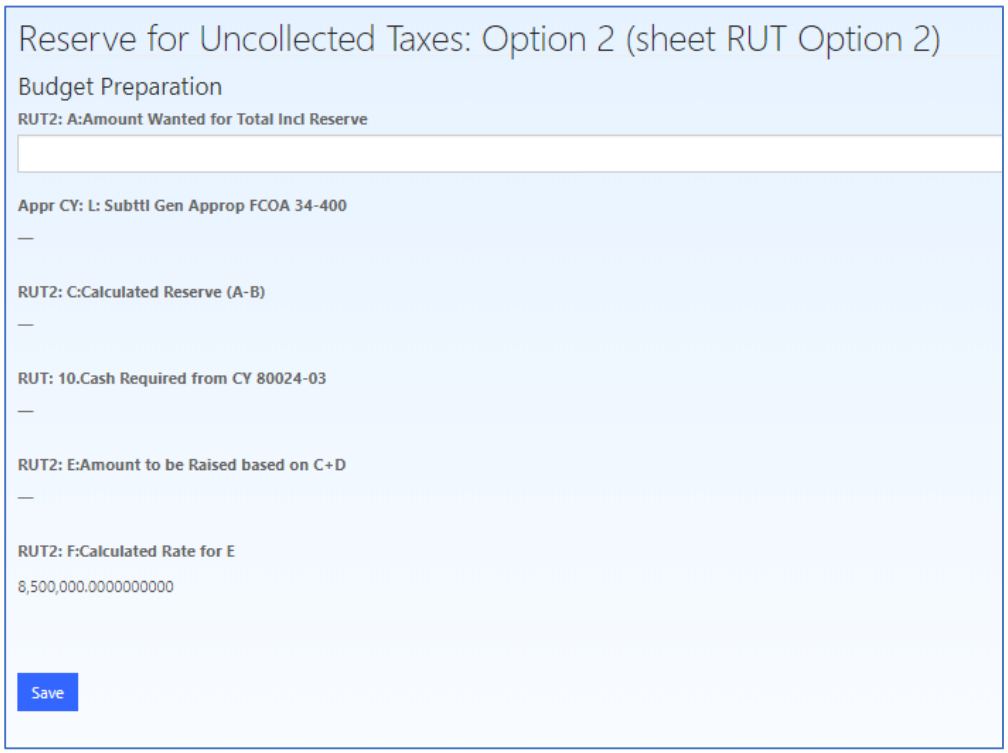


Reserve for Uncollected Taxes: Option 1 (Sheet RUT Option 1)

This section has editable and read-only, calculated fields.

Reserve for Uncollected Taxes: Option 2 (Sheet RUT Option 2)

This is a simple section with one editable field and five read-only, calculated fields.



Summary Information

The Summary Information section has a lot of data! It is a mix of editable and read-only, calculated fields.

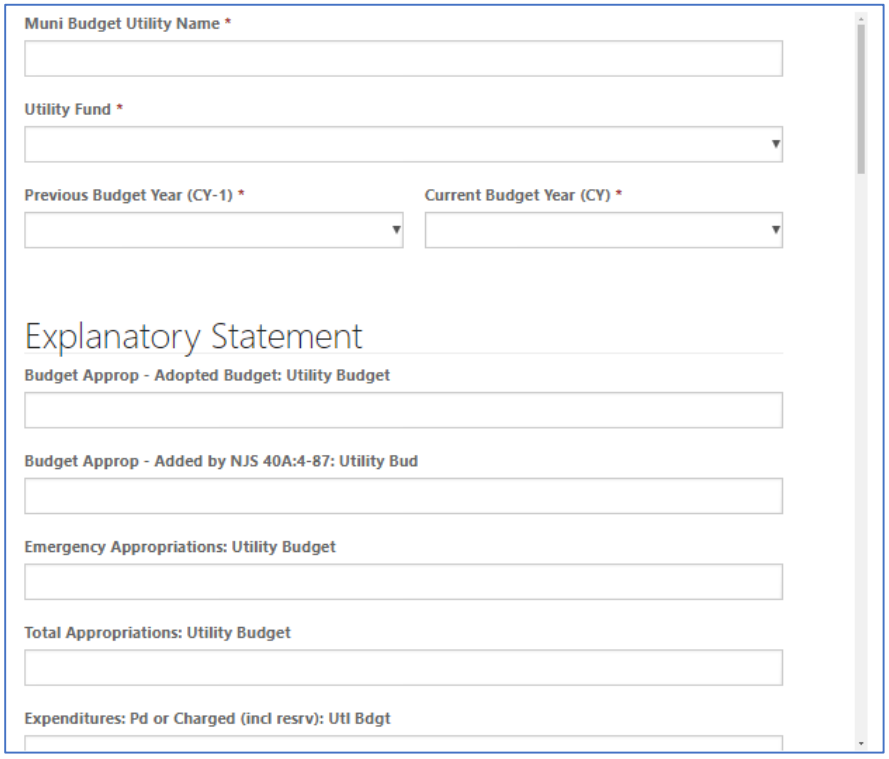
It has the following areas:

- 1977 Appropriation CAP
- 2% Tax Levy Cap
- Tax
- Total Budget
- Surplus
- Budget Analysis – Revenue
- Budget Analysis – Appropriations (all read-only, calculated fields)
- % of Collection

Utilities

This section has one subsidiary ledger.

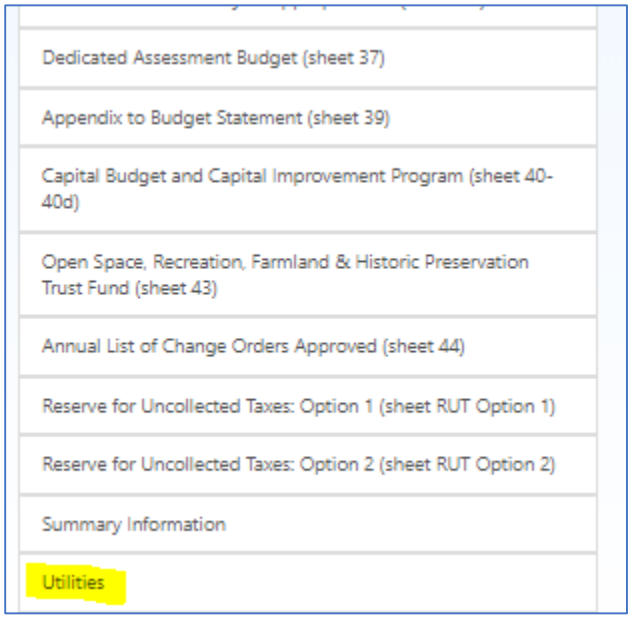
When you click **Add**, enter all Muni Budget Utility detail in the new window that pops up. Scroll down to view all fields – there are a lot in the Utility Subsidiary Ledger detail.



When you have finished adding details, scroll to the bottom and click **Save**.

Submitting a Muni Budget

When you have completed entering all data in all sections of the Muni Budget, navigate to the Utilities section (at the bottom of the left-hand navigation within the Muni Budget).



At the bottom of this page, click the blue **Submit** button.