

NJ DCA ADS, SDS & AFS User Manual: Portal

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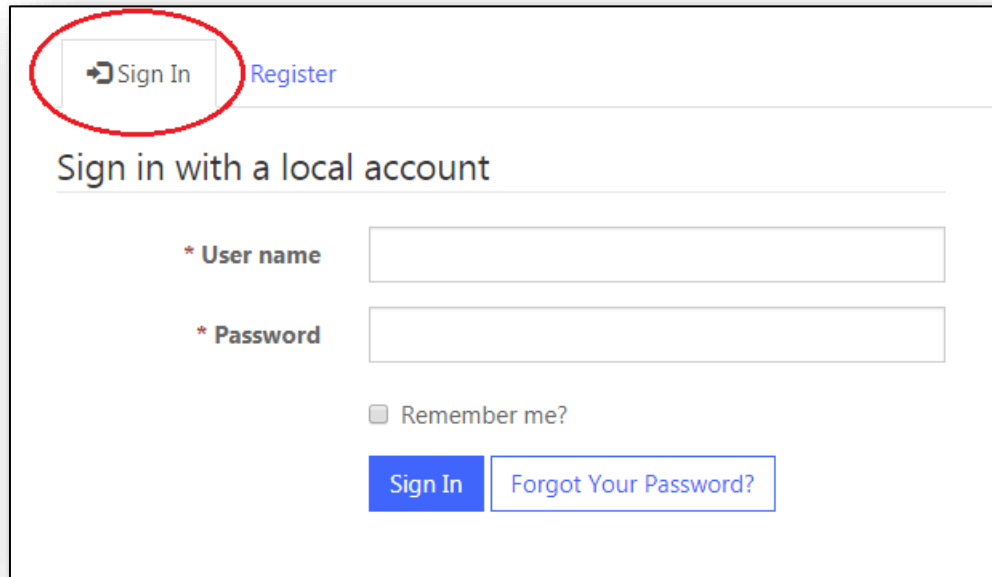
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Access Portal & How to Log In

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

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



The screenshot shows a login interface. At the top left, there is a 'Sign In' button with a right-pointing arrow, which is circled in red. To its right is a 'Register' link. Below this is the heading 'Sign in with a local account'. There are two input fields: '* User name' and '* Password'. Below the password field is a checkbox labeled 'Remember me?'. At the bottom, there is a blue 'Sign In' button and a 'Forgot Your Password?' link.



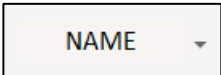
3. Enter your user name and password
4. Click **Sign In**

Navigation

Main Navigation: Header

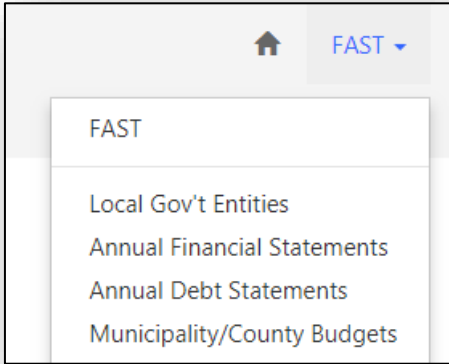
Let's first look at and understand how to navigate the header of the DCA Portal.



1.  **Home:** The Home icon will always take you back to the main page for the DCA.
2.  **FAST:** This is where you will access and build documents for a specific Local Government Entity.
3.  **Name:** When you sign-in, you will see your name appear in the top right-hand corner. Click on your name to go to your Profile page or Sign-Out.

FAST Navigation

Click on **FAST** at the top toolbar



From here, you can select which area you would like to work in: Local Gov't Entities, Annual Financial Statements, Annual Debt Statements, Budgets, etc.

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 to view details associated to that LGE.

Click LGE Name in Blue Text

Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City ↑	County	
Aberdeen Township	Municipal	1330	Township	732-583-4200	Aberdeen	Monmouth	▼
Aberdeen Township FD No. 1	Fire	1330-01	Township	732-566-3704	Aberdeen	Monmouth	▼
Aberdeen Township FD No. 2	Fire	1330-02		732-566-8920	Cliffwood	Monmouth	▼
Absecon City	Municipal	0101	City	609-641-0663	Absecon	Atlantic	▼
Alexandria Township	Municipal	1001	Township	908-996-7071	Milford	Hunterdon	▼
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren	▼
Allendale Borough	Municipal	0201	Borough	201-818-4400	Allendale	Bergen	▼
Allenhurst Borough	Municipal	1301	Borough	732-531-2757	Allenhurst	Monmouth	▼
Allentown Borough	Municipal	1302	Borough	609-259-3151	Allentown	Monmouth	▼
Alloway Township	Municipal	1701	Township	856-935-4080	Alloway	Salem	▼

1. Click LGE Name in blue text

2. The Local Government Entity information displays the following data:

- a. Name
- b. Phone Number
- c. Email
- d. Website
- e. Address
- f. Roster of Officials
- g. Authorized Portal Users
- h. Associated Contacts
- i. Annual Financial Statements
- j. Fire Budgets
- k. Annual Debt Statements
- l. Supplemental Debt Statements

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. Once you click the arrow, you see an option to “View LGE Details”. This will bring you to information page of the LGE as well.

Financial Automation Submission and Tracking							
Local Government Entities							
Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City ↑	County	
Aberdeen Township	Municipal	1330	Township	732-583-4200	Aberdeen	Monmouth	⌵
Aberdeen Township FD No. 1	Fire	1330-01	Township	732-566-3704	Aberdeen	Monmouth	View LGE Details
Aberdeen Township FD No. 2	Fire	1330-02		732-566-8920	Cliffwood	Monmouth	⌵
Absecon City	Municipal	0101	City	609-641-0663	Absecon	Atlantic	⌵
Alexandria Township	Municipal	1001	Township	908-996-7071	Milford	Hunterdon	⌵
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren	⌵
Allendale Borough	Municipal	0201	Borough	201-818-4400	Allendale	Bergen	⌵
Allenhurst Borough	Municipal	1301	Borough	732-531-2757	Allenhurst	Monmouth	⌵
Allentown Borough	Municipal	1302	Borough	609-259-3151	Allentown	Monmouth	⌵
Alloway Township	Municipal	1701	Township	856-935-4080	Alloway	Salem	⌵

View/Edit Existing ADS, SDS or AFS

There are two ways to open an existing ADS, SDS or AFS. Let’s open an Annual Debt Statement.

On the LGE Page

By scrolling down on the LGE page, you will see different sections for the ADS, AFS, and Budget. Simply click on the Annual Debt Statement name in blue text to open the document.

Using FAST on the Main Navigation

Click on **FAST** at the top toolbar. Click on **Annual Debt Statements**.



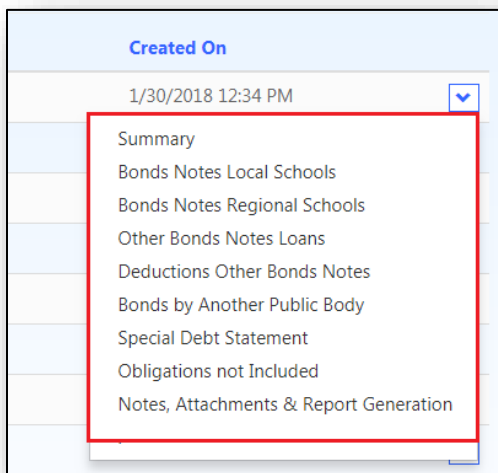
This will bring you to list of Annual Debt Statements you have access to. Simply click on the arrow next to the ADS you would like to view.

Financial Automation Submission and Tracking
Annual Debt Statements

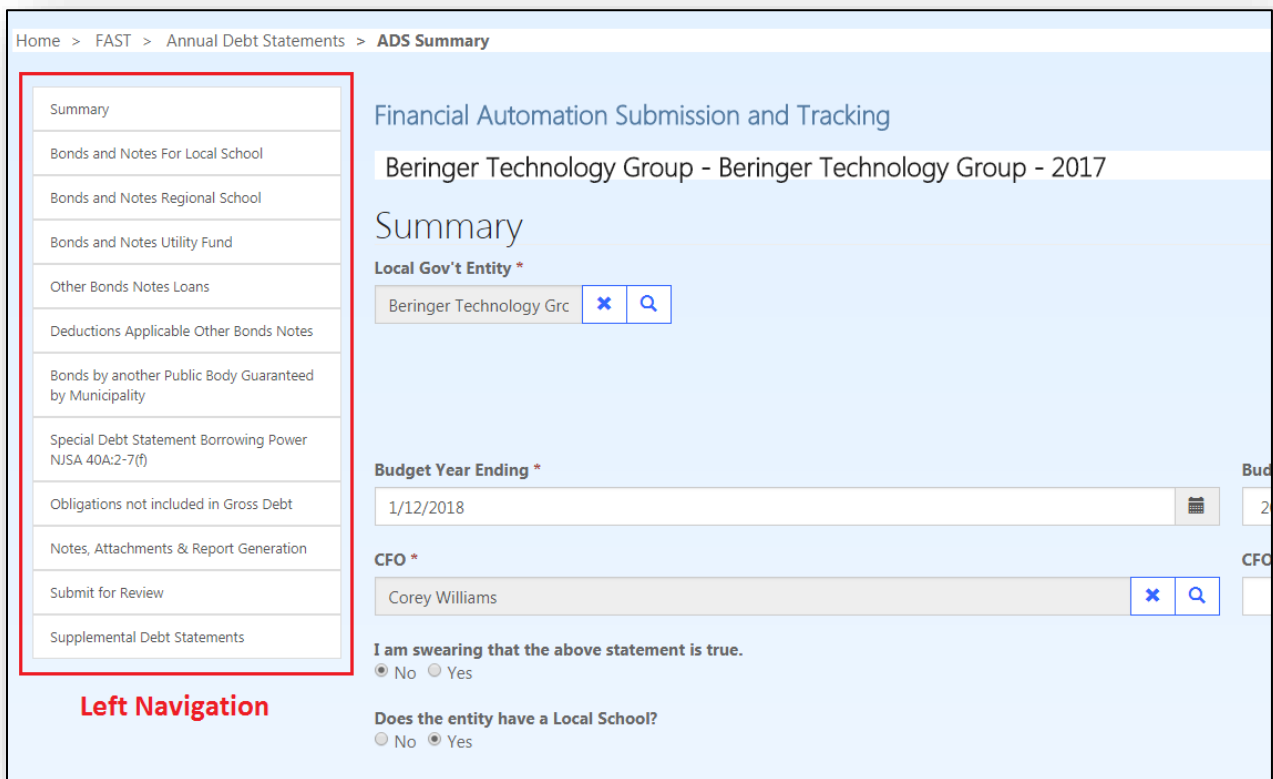
[New Annual Debt Statement](#)

ADS Name ↑	ADS	Budget Year	Status Reason	Created On	
Aberdeen Township - 2017	Aberdeen Township	2017	Filed	1/30/2018 12:34 PM	▼
Absecon City - 2017	Absecon City	2017	Filed	1/17/2018 8:09 AM	▼
Alexandria Township - 2017	Alexandria Township	2017	Filed	1/30/2018 5:08 PM	▼
Allamuchy Township - 2017	Allamuchy Township	2017	Filed	1/6/2018 9:59 AM	▼
Allendale Borough - 2017	Allendale Borough	2017	Filed	1/14/2018 12:43 PM	▼

All sections associated with the ADS document will appear. From here, you can jump to any section of the ADS you would like to work on.



When you open an ADS, AFS, Budget, etc., you can access additional sections of each document using the navigation along the left-hand side.



As shown in the above image, by clicking on “Summary”, the FAST system will display all associated Summary information on the right of the navigation bar.

Working with the ADS, SDS & AFS

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 ADS, SDS and AFS, it will kick off many behind the scenes workflows and processes to update many of the read-only fields you will find throughout the portal.

Field Types

You will find 3 types of fields on an ADS, SDS and AFS:

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:

1. Term Bonds	
2. Serial Bonds	(a) Issued
3. Temporary Notes	(a) Issued
4. Total Bonds and Notes	0.00

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

Look-Up Fields

Lookup fields in the portal are displayed like this:

ADS *	Aberdeen Township	X	Q
-------	-------------------	---	---

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 ADS, SDS or AFS. 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.

CY Proposed Salary & Wages
0
CY Proposed Budget Fringe Benefits
145

Subsidiary Ledgers

The Subsidiary Ledger is a section on the ADS, SDS or AFS that references data from different areas. Here is an example of a Subsidiary Ledger on the Bonds and Notes for Regional Schools section of the ADS:

Bonds and Notes for Regional School Purposes							Add
School Name	4 Total of Regional School Bonds and Notes	Total Avg Equalized Valuations Amt	Total Avg Equalized Valuations Pct	APPORTIONMNT OF DEBT: Total Serial Bonds Issued	APPORTIONMNT OF DEBT: Total Temp Bond-Notes Issued	APPORTIONMNT OF DEBT: Total Auth But Not Issued	
Aberdeen Regional School	1,405,244.00						
YARS	6,150.00						

Save

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.

Bonds and Notes for Regional School Purposes							Add
School Name	4 Total of Regional School Bonds and Notes	Total Avg Equalized Valuations Amt	Total Avg Equalized Valuations Pct	APPORTIONMNT OF DEBT: Total Serial Bonds Issued	APPORTIONMNT OF DEBT: Total Temp Bond-Notes Issued	APPORTIONMNT OF DEBT: Total Auth But Not Issued	
Aberdeen Regional School	1,405,244.00						
YARS	6,150.00						

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):

Create New

Position Type *

Position Description *

Salary & Wages

Number of Staff Annual Wages CY Proposed Salary & Wages

Fringe Benefits

PERS Contribution PFRS Contribution Employee Group Health Insurance Other Fringe Benefits

CY Proposed Fringe Benefits

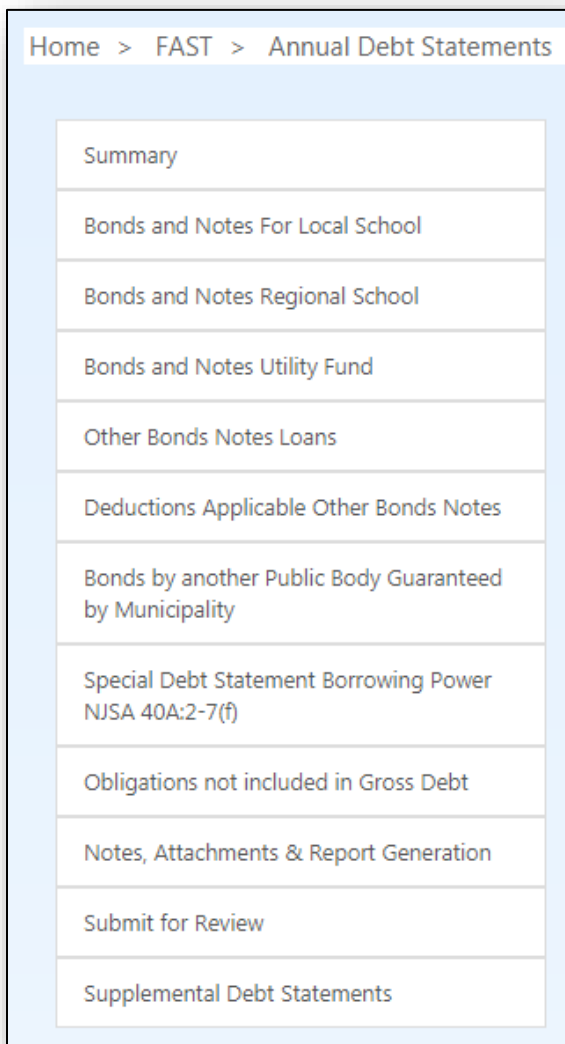
Save

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

Note: When you click on **Save**, a confirmation message will appear at the top of the page. It will display, “Submission completed successfully”. This simply means that the action you performed was submitted; you saved the data successfully. This is not to be confused with submitting the document you are working on to the State. Only CFO users can submit the ADS, SDS, AFS, Budget, etc. by using the submit button in the “Submit for Review” section. The “Submit for Review” section is only visible to CFO users. If you have additional questions, please contact the NJ DCA Help Desk at helpdesk@dca.nj.gov.

In-Depth Look at the Annual Debt Statement Sections

Let’s take an in-depth look at each section of the Annual Debt Statement. You can navigate through different areas of the ADS using the left-hand navigation areas.



Summary

The Summary section contains a mix of editable and read-only, calculated fields. Once you have entered data in an editable field (with a white box), make sure to click **Save** at the bottom. This will begin background processing to update values in the read-only fields here and in other areas of the ADS.

Summary

Local Gov't Entity *
Aberdeen Township

Status
Active

Date Prepared *
10/25/2017

Budget Year Ending *
12/31/2017

Budget Year
2017

CFO *
Erica Foley

CFO Certification #

I am swearing that the above statement is true.
 No Yes

Total Bonds and Notes for Local School Purposes		
Gross Debt	Deduction	Net Debt
<input type="text"/>	<input type="text"/>	0.00

Total Bonds and Notes for Regional School Purposes		
Gross Debt	Deduction	Net Debt
—	—	0.00

Total Bonds and Notes for all Utilities		
Gross Debt	Deduction	Net Debt
—	—	0.00

Bonds and Notes for Local School Purposes

The Bonds and Notes for Local School Purposes section has a mix of editable fields where you can add data (with a white box) and read-only, calculated fields.

Bonds And Notes For Local School Purposes	
Local School District Type	
Type I	
School Type	
(d) Kindergarten or Grade 1 through Grade 12	
1. Term Bonds	
100.00	
2. Serial Bonds	
(a) Issued	(b) Authorized but not issued
200.00	
3. Temporary Notes	
(a) Issued	(b) Authorized but not issued
300.00	
4. Total Bonds and Notes	
600.00	
Deductions Applicable to Bonds and Notes for School Purposes	
5. Sinking funds on hand for bonds shown as Line 1 but not in excess of such bonds	
6. Funds on hand in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes included in Line 4	
7. Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes included	

Make sure to click **Save** at the bottom after you have added your data.

Bonds and Notes for Regional School Purposes

This section has one Subsidiary Ledger.

Bonds and Notes for Regional School Purposes

Add

School Name ↑	4 Total of Regional School Bonds and Notes	Total Avg Equalized Valuations Amt	Total Avg Equalized Valuations Pct	APPORTIONMNT OF DEBT: Total Serial Bonds Issued	APPORTIONMNT OF DEBT: Total Temp Bond-Notes Issued	APPORTIONMNT OF DEBT: Total Auth But Not Issued
Test Regional School	11,450.00			50.00	6.00	12.00

⌵

To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.



In the window that pops up, add data in editable fields. There are several read-only, calculated fields that will populate after you Save & Close this area.

Regional School

ADS

ADS Regional School Name

Test

Computation of Regional and/or Consolidated School District Debt

Gross Debt

Total Serial Bonds Issued	Total Temp Bond-Notes Issued	Total Authorized But Not Issued

[Add](#)

Municipality	Average Equalized Valuation Amount (C)	Average Equalized Valuation Percent	Apportionment of Debt: Serial Bonds Issued	Apportionment of Debt: Temp Bond-Notes Issued	Apportionment of Debt: Authorized by not issued	Created On ↑
Beringer Technology Group	\$0.00	0.00000000	50,000.00	0.00	0.00	1/4/201 2:21 PM
Beringer Technology Group	\$0.00	0.00000000	50,000.00	0.00	0.00	1/4/201 2:22 PM

Totals

Total: Average Equalized Valuations Amount	Average Equalized Valuations Percent
<input type="text" value="\$ 0.00"/>	0.00

Bonds and Notes for Regional School Purposes

- Term Bonds
- Serial Bonds

(a) Issued	(b) Authorized but not issued
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
- Temp Bonds

(a) Issued	(b) Authorized but not issued
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
- Total of Regional School bonds & notes

28,001,500.00

When you are done, click **Submit**.

Bonds and Notes for Utility Fund

This section has one Subsidiary Ledger.

Utility Name ↑	6 Total	Total Allowable Deduction	
2017 ARENA TEST	0.00	0.00	▼
2017 BEACH TEST	0.00	0.00	▼

To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.



In the window that pops up, enter Utility details. Note, **Utility Type** is a required field. When you have finished adding data, click **Save** at the bottom.

Utility

ADS Utility Name

Utility Type *

Bonds and Notes for Utility Fund

1. Term Bonds

2. Serial Bonds

(a) Issued (b) Authorized but not issued

3. Bond Anticipation Notes


(a) Issued (b) Authorized but not issued


Other Bonds, Notes and Loans

This section has 7 Subsidiary Ledgers with details for other bonds, notes and loans as well as read-only, calculated fields.

Other Bonds, Notes and Loans	
1. Term Bonds Add	
Bond Purpose ↑	Amount
Demo Test	-
Prepopulate test	-
TEST	-
Total	
-	
2. Serial Bonds (a) Issued Add	
Bond Purpose ↑	Amount
A Test Bond II	1,450.00
Total	
-	
2. Serial Bonds (b) Authorized but not Issued Add	
Bond Purpose ↑	Amount
A Test Bond	500.00
Total	
-	
3. Total Serial Bonds Issued and Authorized but not Issued	
Total	

Each Subsidiary Ledger has the same information to be added.

1. To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid. 
2. In the window that pops-up, type a **Bond Purpose** at the top.

 Create

Bond Purpose

ADS Bond Group

ADS Bond Group I *

ADS Bond Group II

ADS Bond Group III

Amount

Save

3. Select ADS Bond Group I (which populates the appropriate section of the ADS – for this section, select **[i] Other Bonds, Notes & Loans**)

The screenshot shows a web interface with the following elements:

- Bond Purpose**: A text input field.
- ADS Bond Group**: A section header.
- ADS Bond Group I ***: A dropdown menu with a blue highlight on the first option: **[i] Other Bonds, Notes & Loans**. Other visible options include:
 - [ii] Deductions Applicable to Other Bonds & Notes
 - [iii] Bonds authorized/issued by another Public Body to be guaranteed by the municipality
 - [iv] Obligations NOT Included in Gross Debt
- Save**: A blue button at the bottom left.

4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)

The screenshot shows a web interface with the following elements:

- ADS Bond Group**: A section header.
- ADS Bond Group I ***: A dropdown menu.
- ADS Bond Group II**: A dropdown menu with a blue highlight on the first option: **[i] Term Bonds**. Other visible options include:
 - [i] Serial Bonds
 - [i] Bond Anticipation Notes
 - [i] Miscellaneous Bonds, Notes, & Loans
 - [ii] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included
 - [ii] 5. Refunding Bonds
 - [iv] 1 Capital Leases & Other Commitments
 - [iv] 2 Guarantees NOT included in Gross Debt - Public and Private

- Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

- Add **Amount** at the bottom
- Click **Save**

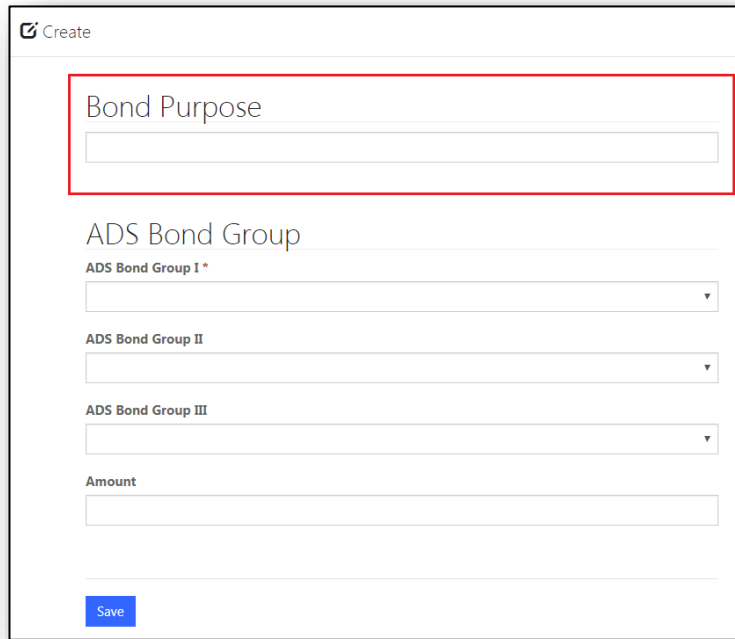
Deductions Applicable to Other Bonds and Notes

This section has 5 Subsidiary Ledgers and read-only, calculated fields. Each Subsidiary Ledger has the same information to be added.

- To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.



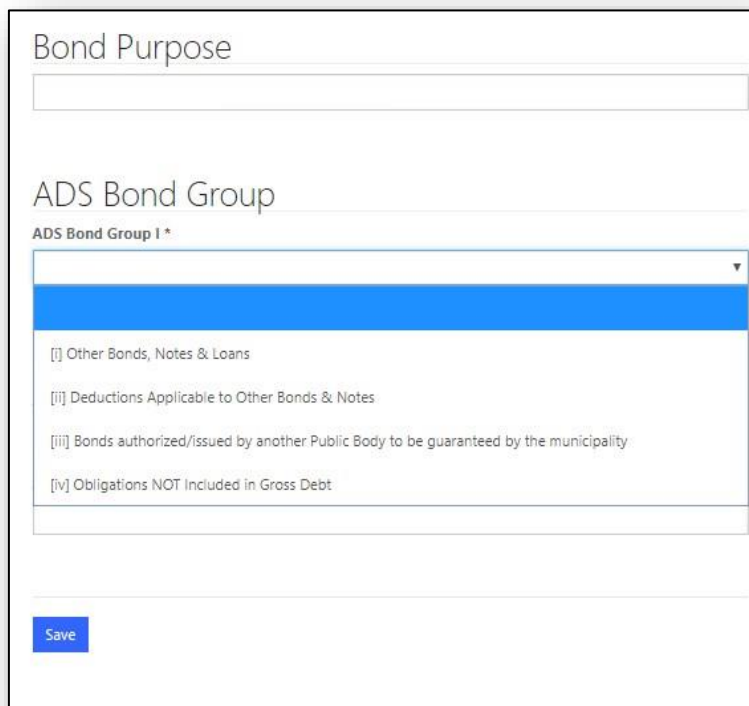
2. In the window that pops up, type a **Bond Purpose** at the top



The screenshot shows a 'Create' form with the following fields:

- Bond Purpose**: A text input field, highlighted with a red border.
- ADS Bond Group**: A section header.
- ADS Bond Group I ***: A dropdown menu.
- ADS Bond Group II**: A dropdown menu.
- ADS Bond Group III**: A dropdown menu.
- Amount**: A text input field.
- Save**: A blue button at the bottom left.

3. Select ADS Bond Group I (which populates the appropriate section of the AFS – for this section, select **[[ii] Deductions Applicable to Other Bonds & Notes]**)



The screenshot shows the 'Create' form with the 'ADS Bond Group I' dropdown menu open. The selected option is '[[ii] Deductions Applicable to Other Bonds & Notes'. The other options are:

- [[i] Other Bonds, Notes & Loans
- [[ii] Deductions Applicable to Other Bonds & Notes
- [[iii] Bonds authorized/issued by another Public Body to be guaranteed by the municipality
- [[iv] Obligations NOT Included in Gross Debt

The 'Save' button is visible at the bottom left.

4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)

The screenshot shows a web form titled "ADS Bond Group". It contains three dropdown menus. The first is labeled "ADS Bond Group I *" and is currently empty. The second is labeled "ADS Bond Group II" and is selected, with a blue highlight bar below it. Below the dropdowns is a list of bond categories, each with a checkbox: "[] Term Bonds", "[] Serial Bonds", "[] Bond Anticipation Notes", "[] Miscellaneous Bonds, Notes, & Loans", "[ii] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included", "[ii] 5. Refunding Bonds", "[iv] 1 Capital Leases & Other Commitments", and "[iv] 2 Guarantees NOT included in Gross Debt - Public and Private".

5. Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

The screenshot shows a web form titled "Bond Purpose". It has a text input field for the purpose. Below it are three dropdown menus for "ADS Bond Group I *", "ADS Bond Group II", and "ADS Bond Group III". The "ADS Bond Group III" dropdown is selected, with a blue highlight bar below it. To the right of the dropdowns is a grey area with the word "Amount" in blue. Below the dropdowns is a list of bond categories, each with a checkbox: "[] (a) Issued", "[] (b) Authorized but not issued", "[ii-1] (a) Sinking funds on hand for term bonds", "[ii-1] (b) Funds on hand (including proceeds of bonds and notes help to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes", "[ii-1] (c) Estimated proceeds of binds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes", and "[ii-1] (d) Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible".

6. Add **Amount** at the bottom

7. Click **Save**

Editable Lines

The following are editable fields in the Deductions section of the ADS. The amounts you enter here will be used in the “total” calculations in the Summary section.



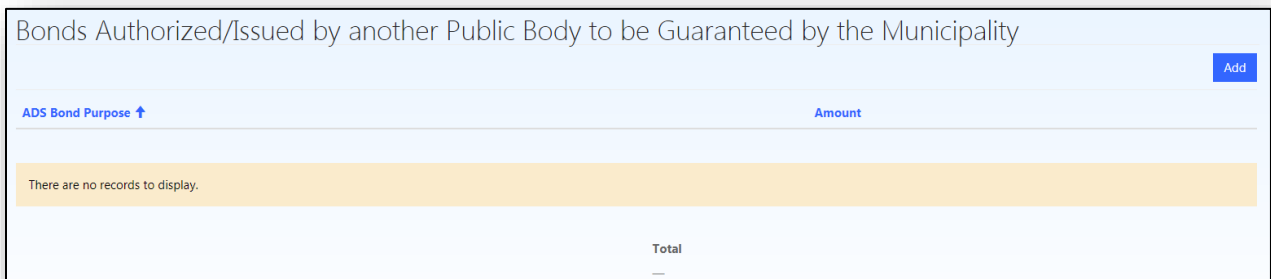
2. Bonds Authorized by another Public Body

3. Bonds Issued and Authorized (NJSA 55:14B-4.1(d))

4. Bonds Issued and Authorized (NJSA 18A:64A-22.1 to -22.8)

Bonds Authorized/Issued by another Public Body not to be Guaranteed by the Municipality

This section has one Subsidiary Ledger and one read-only, calculated field.



Bonds Authorized/Issued by another Public Body to be Guaranteed by the Municipality

[Add](#)

ADS Bond Purpose ↑	Amount
There are no records to display.	
Total	
—	

1. To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.



2. In the window that pops-up, type a **Bond Purpose** at the top.

Create

Bond Purpose

ADS Bond Group

ADS Bond Group I *

ADS Bond Group II

ADS Bond Group III

Amount

Save

3. Select ADS Bond Group I (which populates the appropriate section of the AFS – for this section, select **[iii] Bonds authorized/issued by another Public Body to be guaranteed by the municipality**)

Bond Purpose

ADS Bond Group

ADS Bond Group I *

[i] Other Bonds, Notes & Loans

[ii] Deductions Applicable to Other Bonds & Notes

[iii] Bonds authorized/issued by another Public Body to be guaranteed by the municipality

[iv] Obligations NOT Included in Gross Debt

Save

4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)

ADS Bond Group

ADS Bond Group I *

ADS Bond Group II

- Term Bonds
- Serial Bonds
- Bond Anticipation Notes
- Miscellaneous Bonds, Notes, & Loans
- 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included
- 5. Refunding Bonds
- 1 Capital Leases & Other Commitments
- 2 Guarantees NOT included in Gross Debt - Public and Private

5. Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

Bond Purpose

ADS Bond Group

ADS Bond Group I *

ADS Bond Group II

ADS Bond Group III

Amount

- (a) Issued
- (b) Authorized but not issued
- (a) Sinking funds on hand for term bonds
- (b) Funds on hand (including proceeds of bonds and notes held to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes
- (c) Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes
- (d) Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible

6. Add **Amount** at the bottom
7. Click **Save**

Special Debt Statement Borrowing Power Available Under NJSA 40A:2-7(f)

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

Special Debt Statement Borrowing Power Available Under NJSA 40A:2-7(f)

1. Balance of Debt Incurring Capacity (NJSA 40:1-16(d))
Balance of debt 12/31 PY (NJSA 40:1-16(d))

2. Obligations heretofore Authorized in Excess of Debt Limitation and Pursuant to:
Obligations Authorized CY Pursuant to (a)NJSA40A2-7.par(d) Obligations Authorized CY Pursuant to (b)NJSA40A2-7.par(f) Obligations Authorized CY Pursuant to (c)NJSA40A2-7.par(g)

Total (a) (b) (c) (d)
0.00

3. Authorizations Repealed
Less PY Authorizations Repealed During CY

4. Net Authorizations
Net Authorizations During CY

5. Balance of Debt Incurring Capacity (NJSA 40:1-16(d))
Balance of Debt 12/31 CY NJSA40:1-16(d)
0.00

[Save](#)

Add data to the fields with a white box. At the bottom of the section, click **Save** to save your data and run other calculations.

Obligations NOT Included in Gross Debt

This section has two Subsidiary Ledgers and two read-only, calculated field.

1. To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.



Obligations NOT Included in Gross Debt

1. Capital Leases and Other Commitments [Add](#)

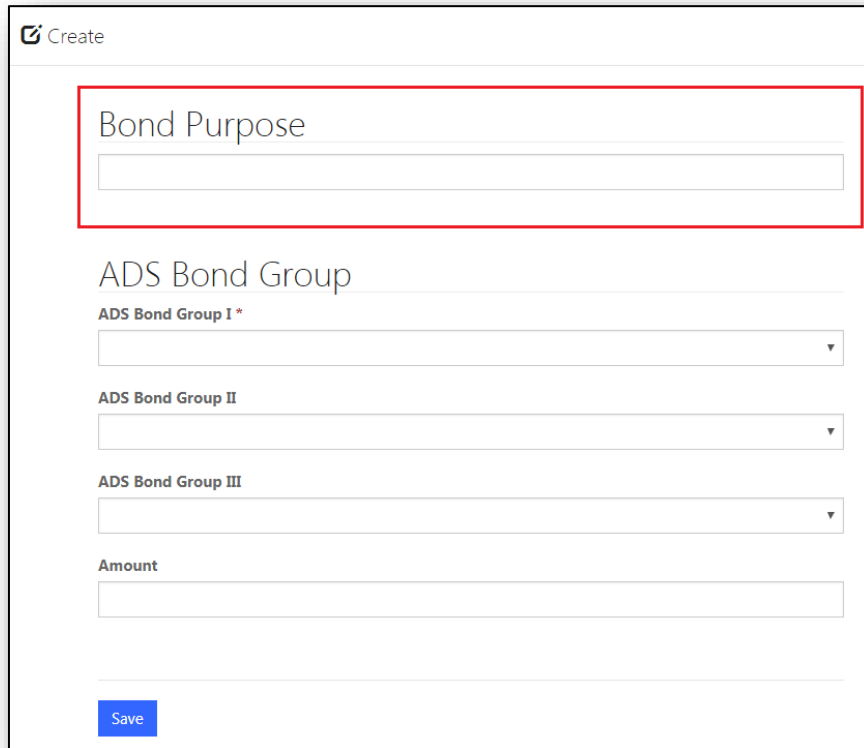
ADS Bond Purpose ↑	Amount
Test	4,500.00
Total	—

2. Guarantees NOT Included in Gross Debt- Public and Private [Add](#)

ADS Bond Purpose ↑	Amount
Test2	500.00
Total	—

[Save](#)

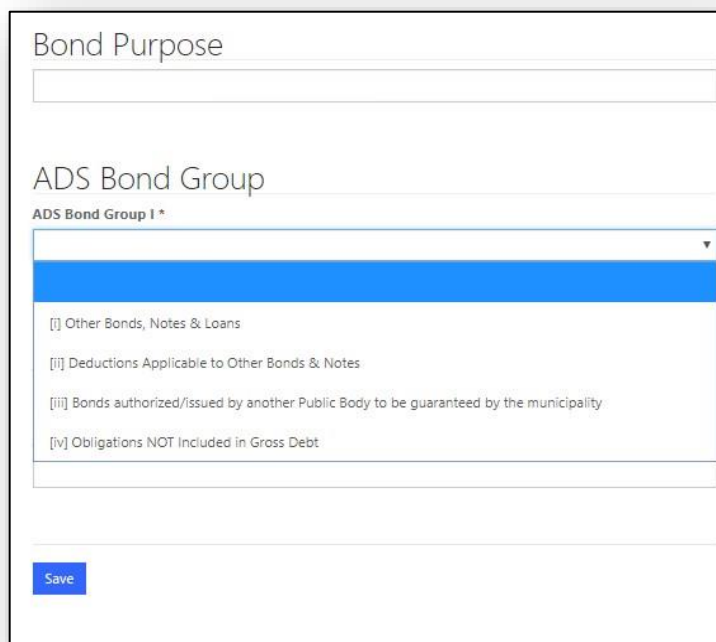
- In the window that pops up, type a **Bond Purpose** at the top.



The screenshot shows a 'Create' form with the following fields:

- Bond Purpose**: A text input field, highlighted with a red border.
- ADS Bond Group**: A section header.
- ADS Bond Group I ***: A dropdown menu.
- ADS Bond Group II**: A dropdown menu.
- ADS Bond Group III**: A dropdown menu.
- Amount**: A text input field.
- Save**: A blue button at the bottom left.

- Select ADS Bond Group I (which populates the appropriate section of the AFS – for this section, select **[iv] Obligations NOT included in Gross Debt**)



The screenshot shows the 'Create' form with the 'ADS Bond Group I *' dropdown menu open. The options are:

- [i] Other Bonds, Notes & Loans
- [ii] Deductions Applicable to Other Bonds & Notes
- [iii] Bonds authorized/issued by another Public Body to be guaranteed by the municipality
- [iv] Obligations NOT Included in Gross Debt**

The 'Save' button is visible at the bottom left.

- Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)

ADS Bond Group

ADS Bond Group I *

ADS Bond Group II

- [] Term Bonds
- [] Serial Bonds
- [] Bond Anticipation Notes
- [] Miscellaneous Bonds, Notes, & Loans
- [i] 1. Amounts held or to be held for the sole purpose of paying general bonds and notes included
- [ii] 5. Refunding Bonds
- [iv] 1 Capital Leases & Other Commitments
- [iv] 2 Guarantees NOT included in Gross Debt - Public and Private

- Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

Bond Purpose

ADS Bond Group

ADS Bond Group I *

ADS Bond Group II

ADS Bond Group III

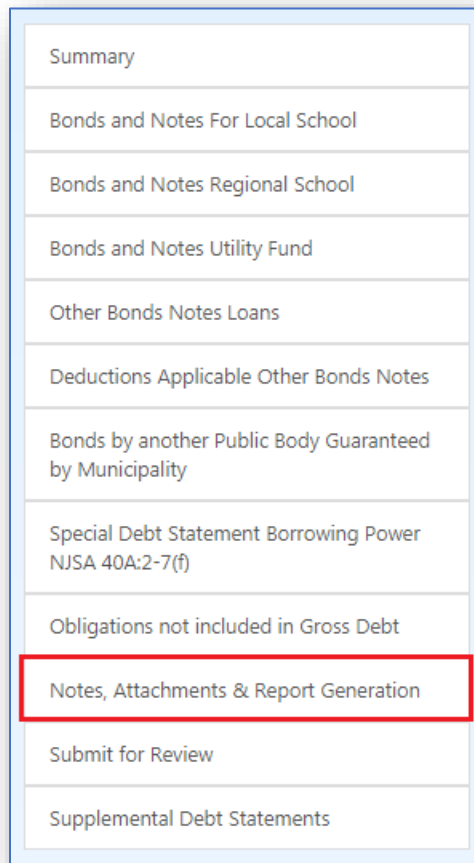
Amount

- [] (a) Issued
- [] (b) Authorized but not issued
- [ii-1] (a) Sinking funds on hand for term bonds
- [ii-1] (b) Funds on hand (including proceeds of bonds and notes held to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes
- [ii-1] (c) Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes
- [ii-1] (d) Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible

6. Add **Amount** at the bottom
7. Click **Save**

Running the ADS Report: Notes, Attachments & Report Generation

1. Log into the FAST Portal
2. From the ADS, click on the **Notes, Attachments, and Report Generation** section (using the left-hand navigation on the Portal)




3. At the bottom of the Notes and Attachments section, click the **Generate Document** button. Any existing documents will show up above this area (in blue text)

Financial Automation Submission and Tracking

Beringer Technology Group - Beringer Technology Group - 2017

Notes, Attachments & Report Generation

2 months ago
Erica Foley

 Beringer Technology Group - 2017.pdf (75.96 KB)

Attach a File

No file chosen

Submit for Review

If you are the CFO, you will see a tab on the ADS labeled **Submit for Review**. Once you have completed all data entry for the ADS, the CFO can navigate to this section to send the document to the State for review.

I understand that by clicking the "Submit" button I will be transmitting my complete document package to the State for review under the applicable Statute.

In-Depth Look at the Supplemental Debt Statement Sections

Let's take an in-depth look at each section of the Supplemental Debt Statement. To start a SDS, your ADS must be Filed. The last tab on the ADS left navigation bar is **Supplemental Debt Statement**. Click on this tab to create an SDS. Just like the ADS, you can navigate through different areas of the SDS using the left-hand navigation bar.

These are the sections displayed for the SDS:

Summary
Spec Borrowing Power
Local School
Regional School
Self Liquidating
Notes, Attachments & Report Generation
Submit for Review

Summary

This section has all field types:

- Editable fields (with a white box around them)
 - o There are 2 look-up fields at the top (**Local Government Entity** and **CFO**)
 - o There is one Yes/No question at the top (**I am swearing that the above statement is true.**)
- Read-only, calculated fields
- Subsidiary Ledger
 - o Bond Ordinances

Summary

Local Government Entity *
Aberdeen Township

Prepared As Of *
12/21/2017

Budget Year Ending *
2017

Budget Year *
2017

CFO *
Abraham McCormick

I am swearing that the above statement is true.
 No Yes

Bonds and Notes for School Purposes			
Net Debt per ADS	Decrease	Increase	Net Debt
<input type="text" value="15,000.00"/>	<input type="text" value="500.00"/>	<input type="text" value="1,000.00"/>	<input type="text" value="-108,222.00"/>
Bonds and Notes for Self Liquidating Purposes			
Net Debt per ADS	Decrease	Increase	Net Debt
<input type="text" value="1,560.00"/>	<input type="text" value="52.00"/>	<input type="text" value="25.00"/>	<input type="text" value="—"/>
Other Bonds and Notes			
Net Debt per ADS	Decrease	Increase	Net Debt
<input type="text" value="9,510.00"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="9,510.00"/>

Net Debt at the time of this statement is
9,510.00

Bond Ordinances

Bond Ordinance	SDS Bond Purpose ↑	Amount	Deduction	Net
----------------	--------------------	--------	-----------	-----

After adding data/Subsidiary Ledger details, click the blue **Save** button at the bottom.

Special Borrowing Power

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

Add data to the fields with a white box. At the bottom of the section, click **Save** to save your data and run other calculations.

Local School

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

Local School
 NJSA 18A:24-29 (Lines 1 to 7)

Average Equalized Valuation

Gross School District Debt Outstanding and Authorized but not Issued

Less: Sinking Funds held for payment of School Debt

Net Debt for School Purposes
 0.00

Debt Deduction % for School Purposes

Debt Deduction Amount for School Purposes
 0.00

School Type *

Available Debt Deduction
 0.00

School Bonds About to be Authorized

NJSA 18A:24-22 (Lines 8 to 13)
 Excess of line 7 over line 6

Regional School

This section has 2 editable fields (**3 Apportionment of Previous Bonds Issued or Authorized: Total** and **4 Amt of Apportionment of Proposed Bonds Issued: Total**), 3 read-only calculated fields and one Subsidiary Ledger with details about regional school.

1. To add new rows of data to this ledger, click the blue Add Button at the top right-hand corner of the grid.



Regional School

Municipality ↑	1 Avg Equalized Valuation Amt	2 Avg Equalized Valuation Pct	3 Apportionment of Previous Bonds	4 Amt Apportionment of Proposed Bonds Issue	5 Total Combing Apportionment of Bonds
Beringer Technology Group	0.00000000	1.00	1.00	2.00	<input type="button" value="v"/>
Beringer Technology Group	0.00000000	1.00	1.00	2.00	<input type="button" value="v"/>
Mansfield Township (Burlington)	0.00000000	1.00	1.00	2.00	<input type="button" value="v"/>

1 Avg Equalized Valuations: Total Amount (C) 2 Avg Equalized Valuations: Total Percent

3 Apportionment of Prev Bonds Issued or Auth: Total 4 Amt of Apportionment of Prpsd Bnds Issued: Total 5 Regional School: Total of Bonds 6.00

- In the window that pops up, select the **SDS Regional School Debt Name** (required) via the lookup field and all other applicable amounts:

Computation of Regional School Indebtedness

Municipality *
Beringer Technology Group

1 Average Equalized Valuation Amount (C)
2 Average Equalized Valuation Percent
3 Apportionment of Previous Bonds
4 Amount Apportionment of Proposed Bond Issue
5 Total Combined Apportionment of Bonds


Save

- After adding data/Subsidiary Ledger details, click the blue **Save** button at the bottom.

Self Liquidating

This section has one Subsidiary Ledger.

Municipal Public Utility Name	SDS Self Liquidating Utility Name	1 ADS excess in revenues of utility	2 Less Interest and Principal	3 Excess Revenue	4(a) Interest for one year at 4.5%	4(b) 1st installment of serial bonds legally issuable	4(c) Total Charges
Affordable Housing	testing	455.00	21.00	434.00	1.00	10.00	11.00

- To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid. 
- In the window that pops up, enter data for **SDS Self Liquidating Utility Name** and select an option for **Municipal Public Utility Name** (both required)

SDS Self Liquidating Utility Name *

Computation as to Indebtedness for Improvement or Extension of an Existing Municipal Public Utility

Municipal Public Utility Name *

1 ADS excess in revenues of utility

2 Less Interest and Principal

3 Excess Revenue

—

4(a) Interest for one year at 4.5%

4(b) 1st installment of serial bonds legally issuable

4(c) Total Charges

3. Enter data in other fields
4. Click the blue **Save** button at the bottom

Running the SDS Report: Notes, Attachments & Report Generation


1. Log into the FAST Portal
2. From the SDS, click on the **Notes, Attachments & Report Generation** section (using the left-hand navigation on the Portal)

Summary
Spec Borrowing Power
Local School
Regional School
Self Liquidating
Notes, Attachments & Report Generation
Submit for Review

3. At the bottom of the Notes, Attachments & Report Generation section, click the **Generate Document** button. Any existing documents will show up above this area (in blue text). To open the document, click on the blue text. You computer will download the PDF file and you will be able to open and view it.

Notes, Attachments & Report Generation

[less than a minute ago](#)
Erica Foley

 [Beringer Technology Group - 3222018 1200 AM SDS.pdf \(77.97 KB\)](#)

Attach a File

No file chosen

Submit for Review

If you are the CFO, the final tab on the SDS is **Submit for Review**. Once you have completed all data entry for the SDS, the CFO can navigate to this section to send the document to the State for review.

I understand that by clicking the "Submit" button I will be transmitting my complete document package to the State for review under the applicable Statute.

In-Depth Look at the Annual Financial Statement Sections

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

General

The General section contains information such as AFS Name, CFO Name, Preparer Name and overall budget numbers. Fill in the editable fields and click **Save** at the bottom to run the automatic calculations.

Required fields are:

- AFS Name
- Municipality
- CFY or SFY Date
- CFO Name
- Preparer Name
- Previous Budget Year (CY-1)
- Current Budget Year (CY)
- Last day of Previous Budget Year
- Last day of Current Budget Year
- First day of Current Budget Year
- School Year Levy Start Date - School Year Levy End Date
- Last day of Subsequent Budget Year

The screenshot shows the 'General' section of the Annual Financial Statement form. The form is titled 'General' and contains the following fields:

- AFS Name ***: Pine Valley Borough 2016 Annual Financial Statement
- Municipality ***: Pine Valley Borough
- CFY or SFY Date ***: 1/1/2016
- CFO Name ***: Dean Ciminera
- CFO Certification #**: (empty)
- Preparer Name ***: Dean Ciminera
- Previous Budget Year (CY-1) ***: 2015
- Current Budget Year (CY) ***: 2016
- Next Budget Year (CY+1)**: 2017
- Last day of Previous Budget Year ***: 12/31/2015
- Last day of Current Budget Year ***: 12/31/2016
- First day of Current Budget Year ***: 1/1/2016
- School Year Levy Start Date ***: 1/1/2016
- School Year Levy End Date ***: 12/31/2016
- Last day of Subsequent Budget Year ***: 12/31/2017
- For Bans Original Date of Issue (CY-2)**: (empty)
- Sheet 1 Signer**: Dean Ciminera

A blue 'Save' button is located at the bottom left of the form.

Affidavit Cert & Report of Financial Assistance (1a-2)

This section contains a number of editable fields. Once you have added data, click **Save** at the bottom.

Affidavit Cert & Report of Financial Assistance (1a-2)

(1 -1c) Certification and Affidavit

Population from Last Census <input type="text"/>	Net Valuation Taxable CY <input type="text"/>	Prepared by CFO? <input checked="" type="radio"/> No <input type="radio"/> Yes
Cert: AFS Compliance by RMA <input type="text"/>	Certification: RMA Name <input type="text"/>	Certification: Date Certified by RMA <input type="text"/>
CFO Certification for local examination <input type="text"/>	Items numbers for non-qualifying reasons <input type="text"/>	Date Muni Budget Local Examination by CFO <input type="text"/>
Firm Name <input type="text"/>		

(1d) Report of Federal and State Financial Assistance

TOTAL (1) Fed Prgms Expended (admin'ed by State) <input type="text"/>	TOTAL (2) State Programs Expended <input type="text"/>	TOTAL (3) Other Federal Programs Expended <input type="text"/>
Type of Audit <input type="text"/>	Fed & State Financial Assistance Expenditures of Awards: Signed by CFO <input type="text"/>	

Municipal Certification of Taxable Property as of October, CY

Utility Certification? <input type="radio"/> No <input checked="" type="radio"/> Yes	Tax Assessor <input type="text"/>	MUNI CERT OF TAXABLE PROPERTY AS OF OCT 1, CY <input type="text"/>
---	--------------------------------------	---

Also on the Affidavit Cert & Report of Financial Assistance sheet is the Certifications section. The completion of each applicable certification will populate information from the portal to the various certifications in the generated report. **Note: A new report must be generated in order to see any changes made as a result of adding/modifying a new certification.**

Certifications

[Create](#)

Certification ↑	Signature
Certification by Chief Financial Officer	▼
Certification of Debt on Sheets 31,34a,49,51a, & 63-65a	▼
Certification of Tax Collector (Sheet 24)	▼
Certification of Taxable Property as of October 1, Current Year	▼

Here is an example of the certification ledger in the budget certification:

Create

Create Budget Certification

Certification Type *
 Certification by Chief Financial Officer

Certifier *

Title
 —

Signature (Type your name)

Certification Number

License #

Note: When creating certifications for the Tax Collector or Tax Assessor, the individuals that hold those positions within the municipality must be added to FAST as a contact for them to be selected as the Certifier here.

Trial Balance (Sheets 3-8) & Trust Reserves

There are many Subsidiary Ledgers in this section with read-only, calculated fields.

Trial Balance (Sheets 3-8) & Trust Reserves
 Current Fund: Taxes Receivable

Title of Account	Debit	Credit
test		
Subtotal Receivables with Full Reserves (DEBIT)	0.00	
		Subtotal Receivables with Full Reserves (CREDIT)
		0.00

Current Fund: Cash Liability

Title of Account	Debit	Credit
Accounts Payable		2,080.00
Appropriation Reserves		17,840.70
Due County for Added and Omitted Taxes		1,100.26
Due State of New Jersey - State Training Fees		259.00
Subtotal Cash Liabilities (DEBIT)	0.00	
		Subtotal Cash Liabilities (CREDIT)
		20,274.30

Subsidiary Ledgers include:

- Current Fund: Taxes Receivable
- Current Fund: Cash Liability
- Current Fund: Total
- Public Assistance Fund
- Federal & State Fund
- Trust Funds
- Trust Assessment Fund
- Animal Control Fund
- Trust Other Fund
- Municipal Open Space Trust Fund
- Schedule of Trust Fund Deposits & Reserves
- Capital Fund

To add data to a subsidiary ledger, click the **Add** button and enter data on the Trial Balance detail that opens:

The screenshot shows a web form titled "Trial Balance". At the top right, there is a dropdown menu labeled "Trial Balance Type *". Below this is a text input field labeled "Title of Account *". Underneath the title field, there are two columns: "Debit" and "Credit", each with a corresponding text input field. At the bottom of the form, there are two radio button groups: "Cash Liability" with "No" selected and "Is this Receivable?" with "No" selected. A blue "Save" button is located at the bottom left of the form.

- Title of Account
- Trial Balance Type: The selection on this field will determine which subsidiary ledger the data will appear under
- To populate the line item as a Receivable or Cash Liability, be sure to check "Yes" for the applicable field at the bottom of the ledger.

Note: Many line items within the Trial Balances are linked to other sections of the AFS document and will populate automatically once the sections that correspond to those line items are completed.

Municipal Public Defender Cert. (6a)

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

Editable fields:

- Expended PY (1) \$
- Expended PY (1) * %
- Trust Cash Balance End of CY (3)

Read-only, calculated fields:

- Expended PY (2) \$
- Difference between 3 – (1+2)
- Amount in excess of amount expended 3 – (1+2)

Municipal Public Defender Cert. (6a)		
Expended PY (1) \$	Expended PY (1) * %	Expended PY (2) \$
<input type="text"/>	<input type="text"/>	—
Trust Cash Balance End of CY (3) \$	Difference between 3 - (1 + 2)	Amount in excess of amount expended 3 - (1+2)
<input type="text"/>	—	—
<input type="button" value="Save"/>		

Trust Assessment Cash and Investments (7)

This section has 5 Subsidiary Ledgers and an area (Totals) with several read-only, calculated fields at the bottom.

Subsidiary Ledgers are for:

- Assessment Serial Bond Issued
- Assessment Bond Anticipation Note Issued
- Other Liabilities - Trust Surplus
- Less Assets

Trust Assessment Cash and Investments (7)				
Assessment Serial Bond Issued				
Title of Liability to which Cash & Inv are Pledged	Audit Balance Dec. 31, PY	Receipts: Assessments and Liens	Receipts: Current/Operating Budget	Disbursements
There are no records of this type for this Local Government Entity				
Assessment Bond Anticipation Note Issued				
Title of Liability to which Cash & Inv are Pledged	Audit Balance Dec. 31, PY	Receipts: Assessments and Liens	Receipts: Current/Operating Budget	Disbursements
There are no records of this type for this Local Government Entity				
Other Liabilities				
Title of Liability to which Cash & Inv are Pledged	Audit Balance Dec. 31, PY	Receipts: Assessments and Liens	Receipts: Current/Operating Budget	Disbursements
There are no records of this type for this Local Government Entity				
Trust Surplus				
Title of Liability to which Cash & Inv are Pledged	Audit Balance Dec. 31, PY	Receipts: Assessments and Liens	Receipts: Current/Operating Budget	Disbursements
There are no records of this type for this Local Government Entity				

At the bottom of this section, there are calculations in the **Totals** section:

Totals
Audit Balance Dec 31, PY
0.00
Receipts - Assessments and Liens
0.00
Receipts - Current Budget
0.00
Disbursements
0.00
Balance Dec 31, CY
0.00

Cash Reconciliation (9, 9a)

This section has two Subsidiary Ledgers and a few read-only, calculated fields. Subsidiary Ledgers are for:

- Cash Reconciliation Dec 31, CY
- List Banks and Amounts Supporting "Cash on Deposit"

Cash Reconciliation (9,9a)
Cash Reconciliation Dec. 31, CY

[Add](#)

AFS Reconciliation Line Item ↑	Cash On Hand (include deposits in transit)	Cash On Deposit	Less Checks Outstanding	Cash Book Balance
Airport Utility Assessment Trust				0.00
Airport Utility Capital				0.00
Airport Utility Operating				0.00
Capital - General				0.00

< 1 2 3 >

Total Cash on Hand	Total Cash on Deposit	Total Less Checks Outstanding	Total Cash Book Balance
0.00	0.00	0.00	0.00

List Banks and Amounts Supporting "Cash on Deposit" [Add](#)

AFS Other Amount Line Item ↑	Amount
There are no records of this type for this Local Government Entity	

Total Amount of Cash on Deposit
—

To populate information to the "List Banks and Amounts Supporting 'Cash on Deposit,'" section, select the Add button and complete the information on the window that appears. **"Cash Reconciliation" should be selected for "Other Amount Type."**

Other Amount

Other Amount Type

CASH RECONCILIATION

AFS Other Amount Line Item *

Amount

[Save](#)

Federal and State Grants Received, Appropriated and Unappropriated (10-12)

This section has multiple areas with Subsidiary Ledgers and read-only, calculated fields, including:

- Municipalities & Counties Federal and State Grants Receivable
- Scheduled of Appropriated Reserves for Federal and State Grants
- Schedule of Unappropriated Reserves for Federal and State Grants

Federal and State Grants Receivable, Appropriated and Unappropriated (10-12)
Municipalities and Counties Federal and State Grants Receivable Add

AFS Grant Receivable Grant Name ↑	Balance Jan. 1, CY	CY Budget Revenue Realized	Received	Canceled	Other Description	Other Amount	Balance Dec. 31, CY
There are no records of this type for this Local Government Entity							
Total Balance Jan 1, CY	—						
Total CY Budget Revenue Realized		Total Received	Total Canceled			Total Other Amount	
Total Balance Dec 31, CY	—						

Schedule of Appropriated Reserves for Federal and State Grants Add

AFS Grant Appropriated Reserve Grant Name ↑	Balance Jan. 1, CY	Transferrd from CY Bdgt Approp: Budget	Transferred from CY Bdgt Approp: Approp by 40A:4-87	Expended	Canceled	Other Description	Other Amount	Balance Dec. 31, CY
There are no records of this type for this Local Government Entity								
Total Balance Jan 1, CY	—	Total Transferred From CY Budget Approp - Budget	Total Transferred From CY Budget Approp - Approp					
		Total Expended	Total Canceled			Total Other Amount		
Total Balance Dec 31, CY	—							

Enter data to Subsidiary Ledgers by clicking **Add**. In the new window that opens, enter data then click **Save** at the bottom.

Grant Receivable

AFS Grant Receivable Grant Name *

Balance Jan. 1, CY

CY Budget Revenue Realized

Received

Canceled

Description

Amount

School, Municipal Open Space, County and Special District Taxes (13-15)

This section has multiple sections with editable and read-only, calculated fields. There is one Subsidiary Ledger in the last area of this section.

Areas include:

- Local District School Tax
- Municipal Open Space Tax
- Regional School Tax
- Regional High School Tax
- County Taxes Payable
- Special District Taxes

School, Municipal Open Space, County and Special District Taxes (13-15)	
Local District School Tax	
Amount Deferred at during year	
<input type="text"/>	
Paid (Debit)	Jan 1 - Payable 85001-00 (Credit)
<input type="text"/>	<input type="text"/>
Dec 31 - Payable 85003-00 (Debit)	Jan 1 - Deferred 85002-00 (Credit)
—	<input type="text"/>
Dec 31 - Deferred 85004-00 (Debit)	Levy Jul 1, CY-Jun 30, CY+1 (Credit)
—	<input type="text"/>
Total (DEBIT)	Total (CREDIT)
—	—
Municipal Open Space Tax	
Expenditures (Debit)	
<input type="text"/>	
Balance Dec 31, CY 85046-00 (Debit)	Balance Jan 1, CY 85045-00 (Credit)
—	<input type="text"/>
Total (DEBIT)	CY Levy 85105-00 (Credit)
—	<input type="text"/>
	Added & Omitted Levy (Credit)
	<input type="text"/>
	Interest Earned (Credit)
	<input type="text"/>
Total (DEBIT)	Total (CREDIT)
—	—
Regional School Tax	
Amount Deferred at during year	
<input type="text"/>	
Paid (Debit)	Jan 1 - Payable 85031-00 (Credit)
<input type="text"/>	<input type="text"/>
Dec 31 - Payable 85032-00 (Debit)	Jan 1 - Deferred 85032-00 (Credit)
—	<input type="text"/>

To add detail to the subsidiary ledger in the **Special District Taxes** area, click the blue **Add** button. In the window that appears, add data and click **Save** at the bottom:

Tax Levy District

AFS Tax Levy District Name *	Account Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Number of districts	
<input style="width: 95%;" type="text"/>	
	Amount
	<input style="width: 95%;" type="text"/>

State Library Aid (16)

This section has 4 Subsidiary Ledgers, editable fields and read-only, calculated fields broken up into a few areas. Areas include:

- Reserve for Maintenance of Free Public Library with State Aid
- Reserve for Expense of Participation in Free County Library with State Aid
- Reserve for Aid to Library or Reading Room with State Aid
- Reserve for Library Services with Federal Aid

State Library Aid (16)		
Reserve for Maintenance of Free Public Library with State Aid		
AFS Other Debit/Credit Line Item Name	Account Number	Credit
There are no records of this type for this Local Government Entity		
Balance Dec 31, CY (Debit)		

Total (DEBIT)		Total (CREDIT)
---		---
Reserve for Expense of Participation in Free County Library with State Aid		
AFS Other Debit/Credit Line Item Name	Account Number	Credit
There are no records of this type for this Local Government Entity		
Balance Dec 31, CY (Debit)		

Total (DEBIT)		Total (CREDIT)
---		---
Reserve for Aid to Library or Reading Room with State Aid		
AFS Other Debit/Credit Line Item Name	Account Number	Credit
There are no records of this type for this Local Government Entity		
Balance Dec 31, CY (Debit)		

General Budget Revenues & Allocation of Current Tax Collections (17, 17a)

This section has one Subsidiary Ledger at the top with many read-only, calculated fields and some editable fields. There are three areas in this section of the AFS:

- Miscellaneous Revenues Anticipated
- Statement of General Budget Revenues
- Allocation of Current Tax Collections

General Budget Revenues & Allocation of Current Tax Collections (17, 17a)

Miscellaneous Revenues Anticipated

AFS Miscellaneous Revenue Line Item Name ↑	Budget -01	Realized -02	Exce
There are no records of this type for this Local Government Entity			
Misc Revenue Anticipated - Added by NJS40A:4-87 - Budget	<input type="text"/>	Misc Revenue Anticipated - Added by NJS40A:4-87 - Realized	Misc Revenue Anticipated - Added by NJS40A:4-87 - Exce
			--
Total Misc Revenue Anticipated 80103-01 - Budget		Total Misc Revenue Anticipated 80103-02 - Realized	Total Misc Revenue Anticipated 80103-03 - Exce
--		--	--

Statement of General Budget Revenues

Surplus Anticipated 80101-01 - Budget	<input type="text"/>	Surplus Anticipated 80101-02 - Realized	Surplus Anticipated 80101-03 - Exce
			--
Surplus Anticipated with Prior Consent 80102-01 - Budget	<input type="text"/>	Surplus Anticipated with Prior Consent 80102-02 - Realized	Surplus Anticipated with Prior Consent 80102-03 - Exce
			--
Misc Revenue Anticipated - Adopted Budget - Budget	<input type="text"/>	Misc Revenue Anticipated - Adopted Budget - Realized	Misc Revenue Anticipated - Adopted Budget - Exce
			--
Receipts from Delinquent Taxes 80104-01 - Budget	<input type="text"/>	Receipts from Delinquent Taxes 80104-02 - Realized	Receipts from Delinquent Taxes 80104-03 - Exce
			--
Raised by Taxes: (a)Local Tax 80105-01	<input type="text"/>	Raised by Taxes: (a)Local Tax 80105-02 - Realized	Raised by Taxes: (a)Local Tax 80105-03 - Exce
			--
Raised by Taxes: (b)Addition to Local District School Tax 80106-01	<input type="text"/>	Raised by Taxes: (b)Addition to Local District School Tax 80106-02 - Realized	Raised by Taxes: (b)Addition to Local District School Tax 80106-03 - Exce
			--
Raised by Taxes: (c)Minimum Library Tax 80107-01	<input type="text"/>	Raised by Taxes: (c)Minimum Library Tax 80107-02 - Realized	Raised by Taxes: (c)Minimum Library Tax 80107-03 - Exce
			--
Total Raised by Taxation 80107-01 - Budget		Total Raised by Taxation 80107-02 - Realized	Total Raised by Taxation 80107-03 - Exce
--		--	--
Total Statement of General Revenues CY - Budget		Total Statement of General Revenues CY - Realized	Total Statement of General Revenues CY - Exce
--		--	--

Add detail to a Subsidiary Ledger by clicking the **Add** button and entering data in the window that opens:

Miscellaneous Revenue

Account Number

Added by N.J.S. 40A:4-87
 No Yes

AFS Miscellaneous Revenue Line Item Name *

Budget -01

Realized -02

Excess or Deficit* -03
—

General Budget Appropriations (18)

This section of the AFS contains editable and read-only, calculated fields.

General Budget Appropriations (18)

CY Budget as Adopted 80012-01

CY Budget - Added by NJ540A4-87 80012-02
1.00

Appropriated for CY (Budget Item 9) 80012-03
1.00

Appropriated for CY Emergency Appropriation (Budget Item 9) 80012-04

Total General Appropriations (Budget Item 9) 80012-05
1.00

Add: Overexpenditures 80012-06

Total Appropriations & Overexpenditures 80012-07
1.00

Deduct Expenditures: Paid or Charged (Budget Statement Item (L)) 80012-08

Deduct Expenditures: Paid or Charged - Reserve for Uncollected Taxes 80012-09

Deduct Expenditures: Reserved 80012-10

Total Expenditures 80012-11
—

Unexpended Balances Canceled 80012-12
1.00

Results of Current Year Operation (19)

This section has one Subsidiary Ledger for AFS Other/Debit Credit records. Beneath that are two read-only, calculated fields: Total Debit and Total Credit.

Results of Current Year Operation (19)
Current Fund

AFS Other Debit/Credit Line Item Name ↑	Debit	Credit
Cancellation of Reserves for Federal and State Grants (Credit)		
Cancellation of Federal and State Grants Receivable (Debit)		
Deferred School Tax Revenue: Balance December 31, CY		62.00
Deferred School Tax Revenue: Balance January 1, CY	36.00	

Surplus Balance: 16.00
Deficit Balance: —
Total Debit: 75.00
Total Credit: 75.00

Save

Select **Results of Operations: Current Fund** for **Other Debit/Credit Type**. Enter fields in the window that appears:

Create

Other Debit/Credit

Other Debit/Credit Type
Result of Operation: Current Fund/Utility Fund

Line Number (if applicable)

AFS Other Debit/Credit Line Item Name *

Debit

Credit

Save

Miscellaneous Revenues Not Anticipated (20)

This section has one Subsidiary Ledger for AFS Other Amount records and one read-only, calculated field: *Total*.

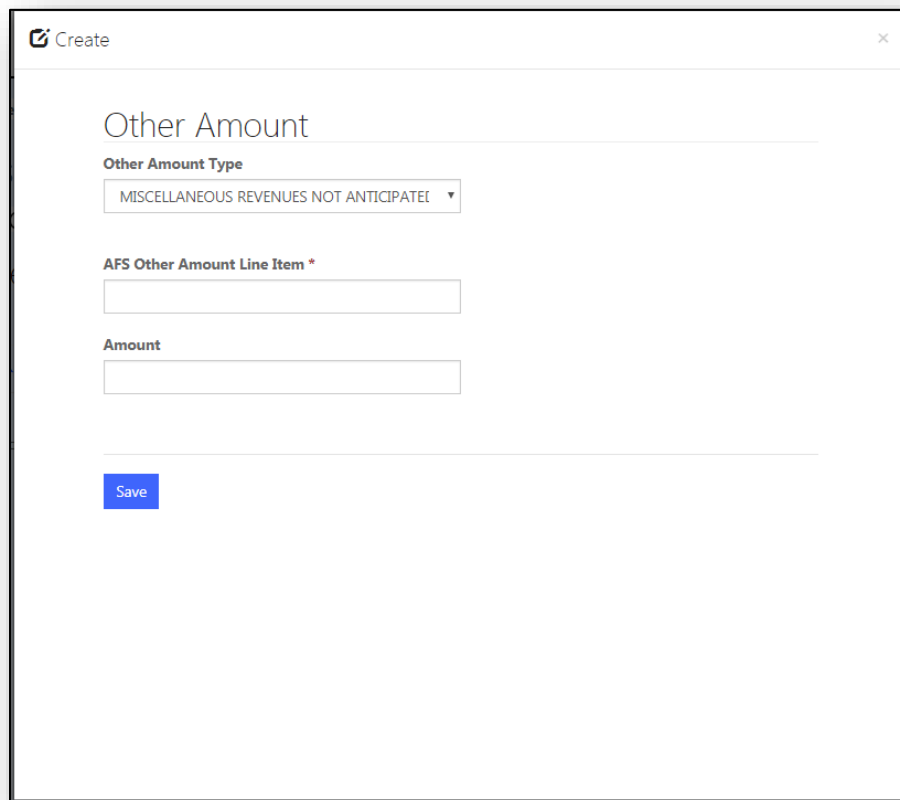


Miscellaneous Revenues Not Anticipated (20)

AFS Other Amount Line Item ↑	Amount
There are no records of this type for this Local Government Entity	
Total	--

Save

Select **MISCELLANEOUS REVENUES NOT ANTICIPATED** for **Other Amount Type**. Enter fields in the window that appears:



Create

Other Amount

Other Amount Type
MISCELLANEOUS REVENUES NOT ANTICIPATED ▼

AFS Other Amount Line Item *

Amount

Save

Surplus – Current Fund (21)

This section contains one Subsidiary Ledger for AFS Other Debit/Credit records and a few read-only, calculated fields.

Surplus - Current Fund (21)			Add
AFS Other Debit/Credit Line Item Name ↑	Credit	Debit	
Amount Appropriated in the 2016 Budget - Cash		24,968.59	▼
Balance January 1, 2016	68,500.81		▼
Excess Resulting from 2016 Operations	30,572.89		▼
Balance Dec. 31, CY 80014-05 Debit			
-74,105.11			
Total Debit		Total Credit	
-49,136.52		99,073.70	

Save

Select **Surplus: Current Fund** for **Other Debit/Credit Type**. Enter fields in the window that appears:

Create

Other Debit/Credit

Other Debit/Credit Type

Surplus: Current Fund/Utility Fund ▼

Line Number (if applicable)

AFS Other Debit/Credit Line Item Name *

—

Debit **Credit**

Save

Surplus – Current Fund also contains the Analysis of Balance Dec. 31 of the Current Year, accessed by clicking on the blue text under the “Name” column:

Analysis of Balance Dec 31 CY	
Name ↑	Created On
Beringer Technology Group - 2018 AFS	2/14/2018 3:52 PM

Current Taxes – CY Levy & Accelerated Tax Sale (22, 22a)

The CY Levy section has editable and read-only, calculated fields. There are three areas within this section:

- CY Levy
- (1) Accelerated Tax Sale – Chapter 99
- (2) Tax Levy Sale

Current Taxes – CY Levy & Accelerated Tax Sale (22, 22a)	
CY Levy	
1.Amount of Levy as per Duplicate (Anlys) 82101-00	1.(Abstract of Ratables) 82113-00
<input type="text"/>	<input type="text"/>
2.Amount of Levy Special District Taxes 82102-01	3.Levied for Omitted Taxes-NJSA54:4-63.12 82103-01
<input type="text"/>	<input type="text"/>
4.Levied for Added Taxes - NJSA54:4-63.1 82104-01	5a.Subtotal CY Levy
<input type="text"/>	—
5b.Reductions due to tax appeals **	5c.Total CY Tax Levy 82106-01
<input type="text"/>	—
6.Transferred to Tax Title Liens 82107-01	7.Transferred to Foreclosed Property 82108-01
<input type="text"/>	<input type="text"/>
8.Remitted, Abated or Canceled 82109-01	9.Discount Allowed 82110-01
<input type="text"/>	<input type="text"/>
10.Collected in Cash: In PY 82121-01	10.Collected in Cash: In CY 82122-01
<input type="text"/>	<input type="text"/>
10.Homestead Benefit Revenue 82124-01	Sr/Vets Ded Allw: To Item 10 Current Taxes CY Levy
<input type="text"/>	<input type="text"/>
10.Total to Line 14 82111-01	11.Total Credits
—	—
12.Amount Outstanding Dec 31, CY 83120-01	13.% Cash Collections to Total CY Levy 82112-01
—	—
14.To Current Taxes Realized in Cash	Less: Reserve for Tax Appeals Pending State Division of Tax Appeals
—	—

State of NJ Senior Citizens and Veterans Deductions (23)

This section has one Subsidiary Ledger and several read-only, calculated fields.

State of NJ Senior Citizens and Veterans Deductions (23)	
AFS Other Debit/Credit Line Item Name ↑	Credit
There are no records of this type for this Local Government Entity	
Due To/From NJ: Sr Citzn/Vets TOTAL (DEBIT)	Due To/From NJ: Sr Citzn/Vets TOTAL (CREDIT)
—	—
CY Senior Citizens and Veterans Deductions Allowe	
Sr/Vets Ded Allw: Line 2	
—	
Sr/Vets Ded Allw: Line 3	
—	
Sr/Vets Ded Allw: Line 4	
—	
Sr/Vets Ded Allw: Subtotal	
—	
Sr/Vets Ded Allw: Less: Line 7	
—	
Sr/Vets Ded Allw: To Item 10 Current Taxes CY Levy	
—	

Reserve for Tax Appeals Pending (24)

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

Reserve for Tax Appeals Pending	
(Jan CY) Taxes Pending Appeals	
<input type="text"/>	
(Jan CY) Interest Earned	Balance Jan 1, CY (Credit)
<input type="text"/>	—
	Contested Amount (Credit)
	<input type="text"/>
	Interest Earned (Credit)
	<input type="text"/>
	Budget Appropriation (Credit)
	<input type="text"/>
Cash Paid (Debit)	
<input type="text"/>	
Closed-Won by Muni (Debit)	
<input type="text"/>	

Reserve for Uncollected Taxes and Amount to be Raised by Taxation (25)

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

Reserve for Uncollected Taxes & Amount to be Raised by Taxation (25)	
1. Appropriated for CY Muni Budget Item 8(L)-CY+1 80015	
2. Local District School Tax-CY+1 Est 80017	2. Local District School Tax-CY Act 80016
3. Regional School District Tax-CY+1 Est 80026	3. Regional School District Tax-CY Act 80025
4. Regional HS Tax - School Budget-CY+1 Est 80019	4. Regional HS Tax - School Budget-CY Act 80018
5. County Tax-CY+1 Est 80021	5. County Tax-CY Act 80020
6. Special District Taxes-CY+1 Est 80023	6. Special District Taxes-CY Act 80022
7. Municipal Open Space Tax-CY+1 Est 80028	7. Municipal Open Space Tax-CY Act 80027
8. Total General Appropriations & Other Taxes 80024-01	
9. Total Anticipated Rev CY+1 Muni Bud(Items) 80024-02	
10. Cash Required from CY+1 Taxes 80024-03	
Percentage for line 11 820034-04	
11. Item 10 / % = Amt to be Raised by Taxes 80024-05	

Accelerated Tax Sale – Chapter 99 (25a)

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

Accelerated Tax Sale - Chapter 99 (25a)
12. Approp:RUT (Bud Line 8 (M) (Item 11-10) 80024-06
B. RUT Excl Outstanding Balance Delinquent Tax x % of Collection
C. TIMES: % incr of Amt to be Raised by Taxes over PY
D. RUT Exclusion Amount [(B x C) + B]
E. Net RUT Appropriation in Current Budget (A-D)
2. Taxes not included in budget (AFS 25, items 2 thru 7)
Total lines 1 & 2
4. Cash Required
5. Total Required at ___% (items 4 + 6)
<input type="button" value="Save"/>

Delinquent Taxes and Tax Title Liens (26)

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

Delinquent Taxes and Tax Title Liens (26)		
Balance January 1, CY A.Taxes 83102-00 <input type="text"/>	Balance January 1, CY (Debit) —	Canceled A.Taxes 83105-00 (Credit) <input type="text"/>
Balance January 1, CY B.Tax Title Liens 83103-00 <input type="text"/>	Added Taxes 83110-00 (Debit) <input type="text"/>	Canceled B.Tax Title Liens 83106-00 (Credit) <input type="text"/>
Collected A.Taxes 83116-00 <input type="text"/>	Added Tax Title Liens 83110-00 (Debit) <input type="text"/>	Transferred A.Taxes 83108-00 (Credit) <input type="text"/>
Collected B.Tax Title Liens 83117-00 <input type="text"/>		Transferred B.Tax Title Liens 83109-00 (Credit) <input type="text"/>
Balance December 31, CY A.Taxes 83121-00 —	Adjustmnt B.TaxTitleLiens-Trans 83107-00 (Debit) <input type="text"/>	Adjustmnt A.Taxes-Transfers 83104-00 (Credit) <input type="text"/>
Balance Dec 31, CY B.Tax Title Liens 83122-00 <input type="text"/>		Balance Before Cash Payments (Credit) —
% of Cash Collections to Adjusted Amt Outstanding —	Total (Debit) —	Total (Credit) —
Max amt that may be anticipated in CY+1 83125-00 —	Interest and Costs-CY Tax Sale 83118-00 (Debit) <input type="text"/>	Collected (Credit) —
	Transferred to Tax Title Liens 82107-01 <input type="text"/>	Balance December 31, CY —
	Amount Outstanding Dec 31, CY 83120-01 <input type="text"/>	
	Total (Debit) —	Total (Credit) —

Foreclosed Property (27)

This section is comprised of a few areas:

- Property Acquired by Tax Title Lien Liquidation
- Contract Sales
- Mortgage Sales
- Analysis of Sale of Property

Foreclosed Property (27)
Property Acquired by Tax Title Lien Liquidation

AFS Other Debit/Credit Line Item Name ↑	Debit	Credit
Adjustment to Assessed Valuation (Credit)		
Adjustment to Assessed Valuation (Debit)		
Balance January 1, CY (Debit)		
Foreclosed or Deeded in CY: Tax Title Liens (Debit)		
Balance December 31, CY 84114-00 (Credit)		
0.00		
Tax Title Lien Liquidation (DEBIT)	0.00	
		Tax Title Lien Liquidation (CREDIT)
		0.00
Contract Sales		
Balance December 31, CY 84119-00 (Credit)		
0.00		
Contract Sales (DEBIT)	0.00	
		Contract Sales (CREDIT)
		0.00

Click **Add** to add data to the Subsidiary Ledger – select appropriate **Foreclosed Property** item for **Other Debit/Credit Type**. Enter fields in the window that appears:

Create

Other Debit/Credit

Other Debit/Credit Type

Line Number (if applicable)

AFS Other Debit/Credit Line Item Name *

Debit **Credit**

Deferred Charges (28)

The Deferred Charges section has 3 areas:

- Current, Trust and General Capital Funds
- Emergency Authorizations
- Judgements Entered Against Municipality and Not Satisfied

Deferred Charges (28)					
Current, Trust and General Capital Funds					
Add					
AFS Deferred Charge Caused By ↑	Caused By Group	Amount Dec 31, PY per Audit Report	Amount in CY Budget	Amount Resulting from CY	Balance as at Dec. 31, CY
Animal Control Fund	Trust Fund				0.00
Capital -	General Capital Fund (not utility)				0.00
Deficit from Operations	Current Fund			0.00	0.00
Trust Assessment	Trust Fund				0.00
< 1 2 >					
Subtotals					
Current Fund: Amt Dec 31, PY per Audit Report	Current Fund: Amount in CY Budget	Current Fund: Amount Resulting from CY	Current Fund: Balance as at Dec 31, CY		
0.00	0.00	0.00	0.00		
Trust Fund: Amt Dec 31, PY per Audit Report	Trust Fund: Amount in CY Budget	Trust Fund: Amount Resulting from CY	Trust Fund: Balance as at Dec 31, CY		
0.00	0.00	0.00	0.00		
Capital Fund: Amt Dec 31, PY per Audit Report	Capital Fund: Amount in CY Budget	Capital Fund: Amount Resulting from CY	Capital Fund: Balance as at Dec 31, CY		
0.00	0.00	0.00	0.00		
Total Deferred Charges					
TOTAL: Amt Dec 31, PY per Audit Report	TOTAL: Amount in CY Budget	TOTAL: Amount Resulting from CY	TOTAL: Balance as at Dec 31, CY		
0.00	0.00	0.00	0.00		

Each area has a Subsidiary Ledger where you can add detail to each and read-only, calculated fields.

Deferred Charge

AFS Deferred Charge Caused By *

Caused By Group

Amount Dec 31, PY per Audit Report

Amount in CY Budget

Amount Resulting from CY

Balance as at Dec. 31, CY

—

[Save](#)

Special Emergency (29,30)

The Special Emergency Section is comprised of two areas:

- 5 Year Term: Term Max, Revaluation, Master Plan, Revision & Codification of Ordinance Drainage Maps, Etc.
- 3 Year Term: Damage Caused to Roads or Bridges by Snow, Ice, Frost or Flood

Date	AFS Special Emergency Purpose	Amount Authorized	Not Less Than 1/3 or 1/5 of Amount Authorized	Balance Dec. 31 PY	Reduced in CY: By CY Budget (80027-00)	Reduced in CY: Canceled by Resolution (80028-00)
There are no records of this type for this Local Government Entity						
TOTAL Amount Authorized						
TOTAL Not Less Than 1/3 of Amt Auth						
TOTAL Balance Dec 31, PY						
TOTAL Reduced in CY: By CY Budget						
TOTAL Reduced in CY: Canceled by Res						
TOTAL Balance Dec 31, CY						

Date	AFS Special Emergency Purpose	Amount Authorized	Not Less Than 1/3 or 1/5 of Amount Authorized	Balance Dec. 31 PY	Reduced in CY: By CY Budget (80027-00)	Reduced in CY: Canceled by Resolution (80028-00)
There are no records of this type for this Local Government Entity						

Click **Add** to add data to the Subsidiary Ledger. Enter fields in the window that appears. **Specify Term of 3 years or 5 years:**

Special Emergency

Current Year *

AFS Special Emergency Purpose *

Date

Term

Type

Not Less Than 1/3 or 1/5 of Amount Authorized

Balance Dec. 31 PY

Reduced in CY: By CY Budget (80027-00)

Reduced in CY: Canceled by Resolution (80028-00)

Balance Dec. 31 CY

Bonds and Loans Issued, Outstanding and Debt Service (31-32)

This section has many Subsidiary Ledgers, read-only, calculated fields and a few editable fields.

Subsidiary Ledgers are for the following data areas:

- Municipal General Capital Bonds
- Assessment Serial Bonds
- List of Bonds Issued During CY
- Municipal Green Acres Trust Loan
- Green Acres Trust Loan
- List of Loans Issued During CY
- Type 1 School Term Bonds
- Type 1 School Serial Bond
- List of Bonds Issued During CY
- CY +1 Interest Requirement – Current Fund Debt Only

Bonds & Loans Issued, Outstanding and Debt Service (31-32)				
Municipal General Capital Bonds				
AFS Other Debit/Credit Line Item Name ↑	Line Number (if applicable)	Credit	Debit	
There are no records of this type for this Local Government Entity				
Outstanding Dec 31, CY 80033-04	TOTAL (Credit)	—	CY+1 Maturities 80033-05	
—	—	—	—	
TOTAL (Debit)	CY+1 Interest 80033-06	—	—	
—	—	—	—	
Assessment Serial Bonds				
AFS Other Debit/Credit Line Item Name ↑	Line Number (if applicable)	Credit	Debit	
There are no records of this type for this Local Government Entity				
Outstanding Dec 31, CY 80033-10	TOTAL (Credit)	—	CY+1 Maturities 80033-11	
—	—	—	—	
TOTAL (Debit)	CY+1 Interest 80033-12	—	—	
—	—	—	—	
List of Bonds Issued During CY				
AFS Bond/Note Issued Purpose ↑	CY + 1 Maturity	Amount Issued	Date of Issue	Interest Rate
There are no records of this type for this Local Government Entity				
TOTAL CY+1 Maturity 80033-14		TOTAL Amount Issued 80033-15		
—		—		

Debt Service Schedule for BAN's & Assessment Notes (33, 34)

This section has 2 Subsidiary Ledgers and read-only, calculated fields. The areas are:

- Other than assessment notes
- Assessment notes

Debt Service Schedule for BAN's & Assessment Notes (33, 34)

Other Than Assessment Notes

AFS Debt Service Title or Purpose of Issue	Original Amount Issued	Original Date of Issue	Amount of Note Outstanding Dec. 31, CY	Date of Maturity	Rate of Interest	CY + 1 Budget
There are no records of this type for this Local Government Entity						
TOTAL Original Amount Issued		TOTAL Outstanding Dec 31,CY		TOTAL Principal 80051-01		
—		—		—		

Assessment Notes

AFS Debt Service Title or Purpose of Issue	Original Amount Issued	Original Date of Issue	Amount of Note Outstanding Dec. 31, CY	Date of Maturity	Rate of Interest	CY + 1 Budget
There are no records of this type for this Local Government Entity						
TOTAL Original Amount Issued		TOTAL Outstanding Dec 31,CY		TOTAL Principal 80051-01		
—		—		—		

Save

Capital Lease Program Obligations (34a)

This section has 2 Subsidiary Ledgers and several read-only, calculated fields. It has 3 areas:

- Leases approved by LFB after July 1, 2007
- Leases approved by LFB prior to July 1, 2007
- Total Program Leads Obligations

Capital Lease Program Obligations (34a)
Leases approved by LFB after July 1, 2007

AFS Capital Lease Program Obligation Purpose ↑	Amount of Obligation Outstanding Dec. 31, CY	CY + 1 Budget Requirement: For Principal	CY + 1 Budget Requirement: For Interest/Fees
There are no records of this type for this Local Government Entity			
Outstanding 12/31/CY	CY+1 Required Principal	CY+1 Required Interest	
—	—	—	

Leases approved by LFB prior to July 1, 2007

AFS Capital Lease Program Obligation Purpose ↑	Amount of Obligation Outstanding Dec. 31, CY	CY + 1 Budget Requirement: For Principal	CY + 1 Budget Requirement: For Interest/Fees
There are no records of this type for this Local Government Entity			
Outstanding 12/31/CY	CY+1 Required Principal	CY+1 Required Interest	
—	—		

Total Program Lease Obligations

TOTAL Outstanding 12/31/CY	TOTAL CY+1 Required Principal	TOTAL CY+1 Required Interest	TOTAL CY+1 Required Fees
—	—	—	—

Save

In the Subsidiary Ledger detail, be sure to specify Approved by LFB as either After July 1, 2007 or Prior to July 1, 2007. If one of these options is not selected, the obligation will not populate correctly.

Capital Lease Program Obligations

Current Year *

AFS Capital Lease Program Obligation Purpose *

Amount of Obligation Outstanding Dec. 31, CY

CY + 1 Budget Requirement: For Principal

CY + 1 Budget Requirement: For Interest/Fees

Approved by LFB

After July 1, 2007

Before July 1, 2007

Improvement Authorizations (35)

This section has one Subsidiary Ledger and 8 read-only, calculated fields.

AFS Improvement Authorization Purpose ↑	Balance January 1, CY: Funded	Balance January 1, CY: Unfunded	CY Authorizations	Refunds	Expended	Authorizations Canceled
There are no records of this type for this Local Government Entity						
TOTAL Balance Jan 1, CY Funded	—	TOTAL Balance Jan 1, CY Unfunded	—	TOTAL CY Authorizations	—	—
TOTAL Expended	—	TOTAL Authorizations Canceled	—	TOTAL Balance Dec 31, CY Funded	—	—

General Capital Fund (36-38)

There are multiple Subsidiary Ledgers, editable fields and read-only, calculated fields in this section.

Subsidiary Ledgers are for:

- Schedule of Capital Improvement Fund
- Schedule of Down Payments on Improvements
- Capital Improvements Authorized in CY and Down Payments
- Statement of Capital Surplus CY

General Capital Fund (36-38)			
Schedule of Capital Improvement Fund			
AFS Other Debit/Credit Line Item Name ↑		Credit	Debit
There are no records of this type for this Local Government Entity			
Outstanding Dec 31, CY 80031-05			
—			
TOTAL (Debit)		TOTAL (Credit)	
—		—	
Schedule of Down Payments on Improvements			
AFS Other Debit/Credit Line Item Name ↑		Credit	Debit
There are no records of this type for this Local Government Entity			
Outstanding Dec 31, CY 80030-05			
—			
TOTAL (Debit)		TOTAL (Credit)	
—		—	
Capital Improvements Authorized in CY and Down Payments			
AFS Capital Improvement Purpose ↑	Amount Appropriated	Total Obligations Authorized	Down Payment Provided by Ordinance
There are no records of this type for this Local Government Entity			

Editable fields are in the final area of this section, Bonds Issued with a Covenant or Covenants:

Bonds Issued with a Covenant or Covenants	
1. Amount of Serial Bonds Issued under Provisions	<input type="text"/>
2. Amount of Cash in Special Trust Fund as of Dec 31, CY	<input type="text"/>
3. Amount of Bonds Issued Under Item 1 Maturing in CY+1	<input type="text"/>
4. Amount of Int on Bonds with a Covenant - CY+1 Required	<input type="text"/>
5. Total of 3 and 4 - Gross Appropriation	—
6. Less Amount of Special Trust Fund to be Used	<input type="text"/>
7. Net Appropriation Required	—
<input type="button" value="Save"/>	

Municipalities Only (39)

This section has areas for A through E. All fields are either editable or read-only, calculated.

Municipalities Only (39)

A.

Total Tax Levy for CY was
—

Amount of Item 1 Collected in CY (*)
—

Seventy (70) percent of Item 1
—

B.

Did maturities fall due during CY?
 No Yes

Have payments been made for all bonded obligations or notes due on or before Dec 31 CY?
 No Yes

If answer is "NO", give details

C.

Does the appropriation in CY+1 budget exceed 25% of total operations appropriations?
 No Yes

D.

Cash Deficit PY

4% of PY Tax Levy for all purposes: Levy Amount
—

Cash Deficit CY
—

4% of CY Tax Levy for all purposes:

Utilities

This section has one Subsidiary Ledger.

Utilities			Add
Current Year	AFS Utility Name	Utility Name	
2017	Test	2017	<input type="checkbox"/>

Click **Add** to add AFS Utilities detail.

To add data, click **Add**. In the window that appears, enter data, then click **Save**. Use the field **Examination Type** to determine where this data will appear: Preliminary Check or Examined.

AFS Utility Name *

AFS *

Current Year *

Utility Name *

Utility Trial Balance (41-42)

Operating Fund

Subtotal Cash Liabilities (Debit)	Subtotal Cash Liabilities (Credit)
—	—
Total Operating Fund (Debit)	Total Operating Fund (Credit)
—	—

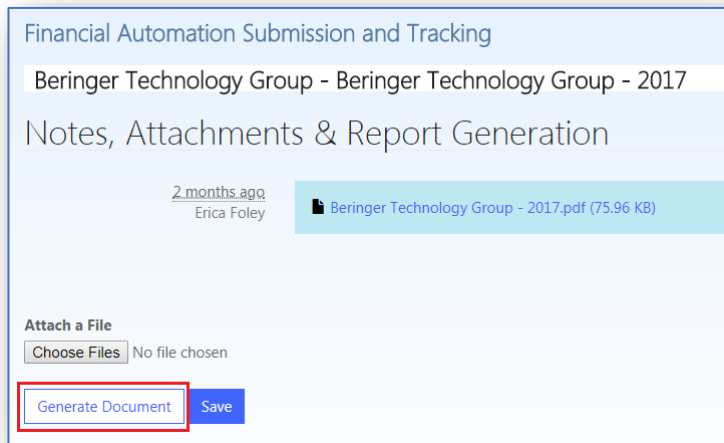
Capital Fund

Running the AFS Report: Notes, Attachments & Report Generation

1. Log into the FAST Portal
2. From the AFS, click on the **Notes, Attachments & Report Generation** section (using the left-hand navigation on the Portal)

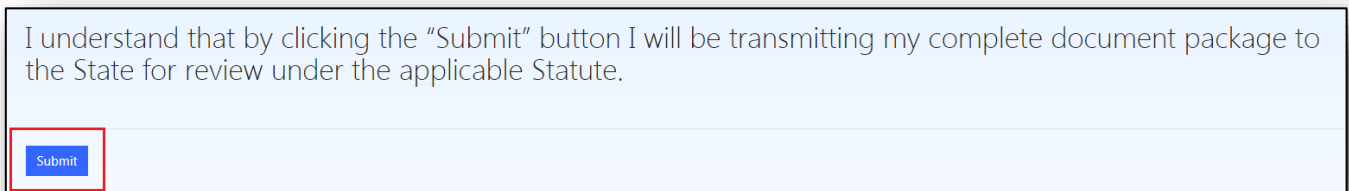
Improvement Authorizations (35)
General Capital Fund (36-38)
Municipalities Only (39)
Utilities
Notes, Attachments & Report Generation
Submit for Review
Examined by Audit

3. At the bottom of the Notes and Attachments section, click the **Generate Document** button. Any existing documents will show up above this area (in blue text)



Submit for Review

For CFO's, the final tab on the AFS is **Submit for Review**. Once you have completed all data entry for the AFS, the CFO can navigate to this section to send the document to the State for review.



Examined by Audit (1)

This section has two Subsidiary Ledgers for **Preliminary Check** and **Examined**.

Examined by Audit (1)

Preliminary Check Add

AFS Examined By Audit Name	Date Examined	Examined By
There are no records of this type for this Local Government Entity		

Examined Add

AFS Examined By Audit Name	Date Examined	Examined By
There are no records of this type for this Local Government Entity		

Save

Examined by Audit

AFS Examined By Audit Name *

Examined By *

Date Examined

Examination Type ▼

Save