



**LFN 2018-05**

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# Local Finance Notice

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## Distribution

Administrators/Managers  
Municipal and County  
CFOs  
Municipal Clerks  
Freeholder Board Clerks

## Financial Automation Submission Tracking (FAST) Update

This Local Finance Notice provides specific instruction and direction to municipalities and counties operating on a calendar fiscal year regarding the Financial Automation Submission and Tracking (FAST) Solution.

The Division acknowledges the time constraints pertaining to the submission of financial documents and recognizes the proactiveness of many local governments. **In light of this, the Division has revised requirements as it pertains to submitting budget documents through the FAST Portal:**

- I. Municipal budgets for CY 2018 may be introduced on paper, but will be required to be entered into the FAST Portal by the time of adoption by the governing body or the State's statutory adoption deadline of April 20<sup>th</sup> or the next regularly scheduled meeting. However, those municipalities under Division of Local Government Services review will be required to submit a simultaneous paper copy.
- II. Counties will not be required to submit their budgets through the FAST Portal for CY 2018. Counties will however still be required to submit their Annual Debt and Annual Financial Statement through FAST for 2018.

**All local governments are still required to submit their 2017 Annual Financial Statement and 2017 Annual Debt Statement through the FAST Portal within the applicable statutory deadlines.**

The Division appreciates the efforts of the numerous Chief Financial Officers and other professionals who have reached out in support of the FAST Solution and have volunteered to enter their introduced budgets into the FAST Portal. However, as an accommodation to the financial community and to ensure the ongoing success of the FAST solution, the Director is providing the option to submit paper copies of introduced budgets.

The Division acknowledges the complexities of implementing an automated system and is working on correcting known issues. Going forward, the Division will make every attempt to notify users of the FAST Solution of any identified issues by making notations directly on the FAST Portal. Further, should the Division promulgate a Best Practices Inventory questionnaire for the 2018 fiscal year, late submissions through the FAST system will not adversely impact a municipality's score.

### **Other Information Related to the FAST Solution**

**FAST Portal Update** – The “Generate Report” process will acknowledge the request with a confirmation message in a Green banner at the top. Please do not click the “Generate Document” button more than once, as this will cause the system to create multiple copies of the report and put a drain on the system resources. In general, the generated report should post to the portal within 30 minutes.

**FAST Updates Webpage** - To keep local governments apprised of announcements relating to FAST, please continue to refer to the webpage the Division has set up for all FAST updates:

<http://www.nj.gov/dca/divisions/dlgs/fast.html>

**FAST Navigation Assistance** - The Division has also created various documents to assist in registering for the FAST Solution and navigating the Portal:

[FAST Portal Registration Guide](#)

[FAST User Manual](#)

[Muni Budget End User Guide](#)

[FAST Frequently Asked Questions](#)

**FAST Municipal Budget Resources** – A Table of Active FCOA Codes for Budgets is now available for view on the FAST Updates webpage at [Active FAST FCOA codes for Budgets](#). To help facilitate the appropriate selection of FCOA codes, the master table allows municipalities to view all of the codes available for selection in a condensed format.

**FAST Known Issues and FAQ** – The Division has created documents that contain information regarding [FAST Frequently Asked Questions](#) and [FAST Known Issues List](#) that are in the process of being corrected.

**FAST Training** – The Division has hosted several Webinars and Open Training Sessions to provide municipalities and counties additional information and the opportunity to ask questions regarding FAST navigation.

The Division will be hosting an additional Open Training Session on January 30th from 9AM to 4PM at the Department of Community Affairs building located at 101 South Broad St., Trenton, 08625. Computers are available onsite or participants may bring WiFi enabled personal laptops with internet browsers. Those interested in participating can sign up here: [Open Training Sessions Sign Up](#).

The Webinars that were presented by the Division are available for view on the FAST Updates webpage. There are two separate Webinars: Navigation & Annual Debt Statement <https://attendee.gotowebinar.com/recording/7858182503611012354> and Annual Financial Statement & Budget <https://attendee.gotowebinar.com/recording/3864087768458826754>.

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Approved: Timothy J. Cunningham, Director