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Local Finance Notice

Philip D. Murphy
Governor

Sheila Y. Oliver
Commissioner & Lieutenant Governor

Timothy J. Cunningham
Director

Contact Information

Director's Office

V. 609.292.6613
F. 609.633.6243

Legislative and Regulatory Affairs

V. 609.292.6110
F. 609.633.6243

Financial Regulation and Assistance

V. 609.292.4806
F. 609.984.7388

Local Finance Board

V. 609.292.0479
F. 609.633.6243

Mail and Delivery

101 South Broad St.
PO Box 803
Trenton, New Jersey
08625-0803

Web:

www.nj.gov/dca/divisions/dlgs

E-mail: dlgs@dca.nj.gov

Distribution

Municipal CFOs
Municipal Clerks
Auditors

Financial Automation Submission Tracking (FAST) Solution: Update on Calendar Year Municipal Budgets and Application of the User-Friendly Budget

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

Per [Local Finance Notice 2018-05](#), CY 2018 municipal budgets may be introduced on paper but shall be entered into the FAST Portal by the time of adoption by the governing body, or the State's statutory adoption deadline of April 20th or the next regularly scheduled meeting. Those municipalities under Division of Local Government Services review are required to submit a simultaneous paper copy.

In light of the aforementioned changes, **the Division is waiving the requirement of filing a separate User-Friendly Budget document along with any paper-based introduced CY2018 municipal budget.** The FAST Solution collects the necessary information within the municipal budget document to create both the Standard Budget as well as the User-Friendly Budget documents. Therefore, when municipalities enter their Adopted Budgets into the FAST Solution, they will be able to generate both required Adopted Standard Budget and the User-Friendly Budget document. The FAST solution will enable the public to view budget data in a manner that is both comprehensive and comprehensible.

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>

Approved: Timothy J. Cunningham, Director