

2016 Budget Prep Seminar



2016 Budget Development Calendar

Date	Activity
11-May	Departmental narrative Due Back to OMB
3-Jun, 4-Jun	Budget Seminars and Distribution of Budget Preparation Materials
3-Jul	Budget Submissions Due Back to OMB
3-Jul - 31-Jul	OMB and County Executive Review of Budget Submissions
15-Sep	Proposed Fiscal 2016 Budget and 2016-2019 Multi-Year Plan Released
TBD	Legislative Budget Hearings
TBD	Deadline for Legislature to Adopt Budget and Multi-Year Plan



2016 APEX Upgrades

- Budget Reports
 - Dropdown menu for reports and detail reports
 - Ability to show departments Proposed and Adopted Budget
- Support
 - Change password
 - E-mail help desk
 - Help files



Smart Government Initiative (SGI)

- Departments propose revenue generating initiatives
- Departments streamline programs and eliminate unnecessary expenses
- SGI's are added by Index-code, Object, Sub-object
- SGI's do not change your Department Request
- You can enter any code you need even if it does not exist yet
- New sub-objects will be created after OMB accepts the SGI



Smart Government Initiative (SGI)

Report of SGI data

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:662:431275693685::NO:RP,662::

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input Budget Reports SGI Projections Archives Maint

SGI Input SGI Reports

Q- Go Actions

Dept	Index code	Sub Object	Dept Hc	Dept Amt	Dept Notes	Budget Adj Hc	Budget Adj Amt	Budget Notes
TR	TRGEN1600	R0808	-	20,000.00	REVENUE DERIVED BY INCREASING TAX SALE FEES: DEED APPLICATION, FROM \$25 TO \$100 DEED REVERSAL, FROM \$0 TO \$100 ASSIGNMENT BETWEEN LIEN HOLDERS, FROM \$25 TO \$100 ASSIGNMENT FROM COUNTY TO LIEN HOLDER, FROM \$0 TO \$100 AFFIDAVIT IN LIEU OF LOST CERT, FROM \$25 TO \$50 TAX SALE REGISTRATION, FROM \$100 PER DAY TO \$150 PER DAY	-	-	-
TR	TRGEN1400	R0803	-	110,000.00	INCREASE CASH BAIL RETAINING FEE FROM 3%, PURSUANT TO SECTION 99-M OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK TO 5%. ACTUAL BAIL 2013 = \$5,409,167 2015 PROJECTED BAIL FEE = 5% X \$5.4mm = \$270,000	-	-	-
TR	TRGEN1600	-	-	100,000.00	Online Auction of Tax Lien Sale, will increase market coverage. Opportunities: Decrease in rate differential will generate additional revenue. Less manhours needed to conduct tax lien sale.	-	-	-
TR	TRGEN1100	-	-	500,000.00	To recoup yearly payments made to the towns by the Treasurer's Office for tax exempt and abandoned properties. The county can save about \$500K on a yearly basis, if these properties are taken off the tax roll. The Assessment Department's input would be valuable if they can identify these properties and remove them from tax roll before they are forwarded to towns.	-	-	-
TR	TRGEN1200	-	-	150,000.00	IMPLEMENT A MANDATORY PAPERLESS PAYROLL DIRECT DEPOSIT ADVICES: SAVINGS DERIVED THRU REDUCED OFFICE SUPPLIES EXPENSES, REDUCED MANHOURS, GAS, AND CAR MAINTENANCE IN ADVISE DISTRIBUTION, FREES CHECKWRITING BY 0.5 FULL TIME EMP.	-	-	-

Set Screen release 1.0

Example – for illustration purposes only ¹⁻⁵



Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 4/30/2015 Payroll. Full-Time targets include salary structure according to the new labor agreements (CSEA, PBA, DAI, SOA and COBA)
- Part-Time & Seasonal Targets are preloaded at the level of the 2015 Projections. NO HC will be provided for both PT & SE.
- Salary Extras, with the exception of Longevity and Terminal Leave are preloaded at the level of the 2015 Projections, fringes are budgeted centrally by OMB
- OTPS & Revenue Targets have been preloaded at the level of the 2015 Projections/2014 Year End results including pending clerk items
- BJ/HF should **not** be entered by the Departments, a member of the OMB Staff will be coordinating the ISA process (See ISA Slide)



How Do I Access The System?

The steps to get into APEX are as follows:

- Use Mozilla Firefox or Google Chrome instead of Internet Explorer for faster response time
- To access APEX and Budget Documents go to Webconnect and there will be two links on the bottom left of the screen. (See next slide for screen shot)
- *2016 Budget Prep Application*
- *B-Prep Reference Documents*
 - B-Prep manual
 - B-Prep slideshow
 - Indirect cost rate sheet
- User name (As it appears in your e-mail address)
EX: E-mail: jschiliro1@nassaucountyny.gov Login: **jschiliro1**
- Temporary password for all users is **nassau**
- Once logged in, there will be an option to change current password



How Do I Access The System?

The screenshot shows a web browser window with the URL <http://webconnect>. The page features a navigation menu with the following items:

- My Applications
- My Department
- NASSAU TIME
- GIS
- NEWS
- HR Employee Documents
- ADAPT - User Tips
- EEO Policy
- IT Policies Procedures, & Forms
- News
- County Employee Discounts
- Computer Training
- NASSAU COUNTY SHARED SERVICES

On the right side, there is a "County Executive Corner" section with a photo of Edward P. Mangano and the following text:

June 2 - Mangano And Walker Offer Free Lifesaving Overdose Prevention Seminar In Massapequa On June 16th

To help save lives and combat the Heroin epidemic, Nassau County Executive Edward P. Mangano and County Legislator Rose Walker today announced a free Overdose Prevention Seminar will take place on Tuesday, June 16, 2015 from 7:00 p.m. to 9:00 p.m....[Click here to see the full News Release](#)

Below this, there are two news items:

- 05-28-2015: [Mangano, Red Cross And PSEG Urge Residents To Prepare For Hurricane Season](#)
- 05-27-2015: [Technology Island Job Fair To Offer 250+ Jobs](#)

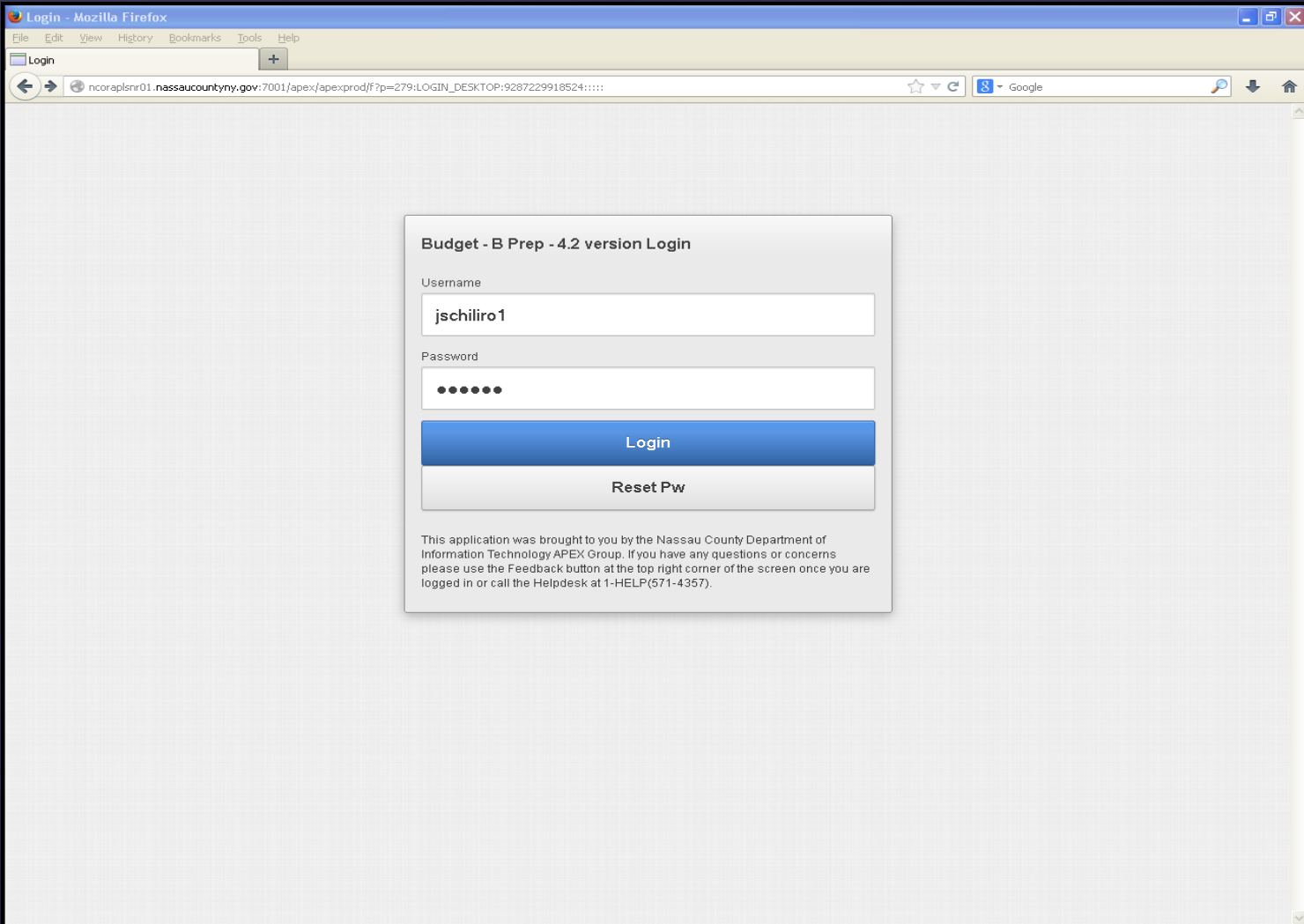
At the bottom of the page, there is a blue button that says "Enter A Help Desk Trouble Ticket Here".

A red circle highlights the following text in the bottom left corner:

[Nassau County HCM Parallel Test Login](#)
NEW [2016 Budget Prep Application](#) **NEW**
[B-Prep Reference Document](#)

Below this, there is a "Check Out The Nassau County News Network..." section with a "CLICK HERE" link.

How Do I Access The System?



The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title: Login - Mozilla Firefox
- Address Bar: ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:LOGIN_DESKTOP:9267229918524::::
- Page Title: Budget - B Prep - 4.2 version Login
- Form Fields:
 - Username: jschiliro1
 - Password: [Redacted]
- Buttons: Login, Reset Pw
- Footer Text: This application was brought to you by the Nassau County Department of Information Technology APEX Group. If you have any questions or concerns please use the Feedback button at the top right corner of the screen once you are logged in or call the Helpdesk at 1-HELP(571-4357).



How Do I Enter The Data?

- Go to the Budget Input Tab
- Data is entered at the index code level by object
- Enter **Total Departmental Requests** instead of adjustments to the targets
- APEX allows users to provide more information to explain budgetary needs – **Edit & Notes**
- Any additional codes that need to be added contact Irfan Qureshi, Senior Budget Analyst (See Contact List)



How Do I Enter The Data?

BU_BP_P DR B Prep - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:500:9287229918524:::

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input Budget Reports

Department Request Budget Examiner Budget Director County Executive Legislature

=== This is the Department Request Input Screen ===

Index Code: Object: Display Lines: Dept: Total Exp: Total Rev:

***-All Objects-" does not include object code "DE"

Department Request: BUGEN1000 -- OFFICE OF MANAGEMENT AND BUDGET

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Mandated	Re-imbursable	Rate	Dept Request HC	Dept. Request Amt.	See Detail	Department Request Notes
DD419 MISCELLANEOUS SUPPLIES AND EXPENSES	1,038	1,779	5,100	5,100	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5,100"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD404 EDUCATIONAL & TRAINING SUPPLIES & EXPENSE	0	289	2,100	2,100	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2,100"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD402 POSTAGE DELIVERY	248	224	500	500	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD384 MEMBERSHIP FEE	0	16,386	0	0	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD30R RAIL/AIR TRAVEL EXPENSE	0	0	1,000	1,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1,000"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD300 OFFICE SUPPLIES & COPY PAPER	6,647	3,915	8,400	8,400	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8,400"/>	<input type="button" value="EDIT"/>	<input type="text"/>

1 - 6



How Do I Enter Contract Detail?

- Select DE in the Object drop down menu
- You will not be allowed to enter a gross number at the sub-object level
- Click the edit button to access the detail screen
- Prior Year submissions are listed by vendor – NO PRIOR YEAR AMOUNTS ARE INCLUDED
- Mandated/Non Mandated must be selected in order to submit
(MUST FILL OUT ALL FIELDS OR DATA WILL CLEAR WHEN SUBMITTED)
- If mandated you must specify the Local Law or Authority in the notes
- Enter reimbursement rate if possible
- After you finished entering your contract information click “Submit” then click “Go Back” and check your submission in the “Dept. Request Amt.” column



How Do I Enter Contract Detail?

BU_BP_P BPI Detail - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:510:9287229918524::NO::P510_BPI_ID,P510_PG_CAME_FROM,P510_OBJECT:7946,5020,DE

NASSAU COUNTY, NY Budget Department
B - Prep Application

Subject Item [GoBack](#) [Downloadable Report](#)

Budget Title: Detail
Sub Object: MISCELLANEOUS CONTRACTUAL SERV Total HC 0
DE500 Detail
Total Amt. 1,495,094

Item Details [Delete](#) [Submit](#)

Please enter mandate values prior to submitting changes

<input type="checkbox"/>	Item	Mandate	Reimbursed	Head Count	Rate	Amount	Notes
<input type="checkbox"/>	3-D Indust Coil Re	y	None	0	0	40,000	HVAC Coil Repair - Quest pending at \$40,000
<input type="checkbox"/>	Able Wildlife Solut	y	None	0	0	8,571	Nuisance & Wildlife Trapping
<input type="checkbox"/>	ACE	y	None	0	0	17,143	Fuel Pump Computer equipment repairs
<input type="checkbox"/>	American Cleaner	n	None	0	0	857	**NOT MANDATED** Drape Cleaning
<input type="checkbox"/>	American Ind Clea	y	None	0	0	8,571	**NOT MANDATED** Carpet & Upholstery Cleaning
<input type="checkbox"/>	American Pad EX	n	None	0	0	12,286	**NOT MANDATED** Floor Mats PD Rental, Cleaning
<input type="checkbox"/>	Amity Vacuum	n	None	0	0	8,571	**NOT MANDATED** Floor Cleaning Equipment Maint & Repair
<input type="checkbox"/>	BK Engineering	y	None	0	0	38,095	Fire Suppression Fuel Pumps
<input type="checkbox"/>	Bug Free	y	None	0	0	0	Moved to DE571



2016 Target IT Maintenance Agreements

Vendor	System	Projected Annual Cost	2016 Budgeting Department
Genesys	Voice Gene	\$ 17,268	Assessment
Wolters K Luwer Fin.	Team Mate (Auditing)	14,200	Comptroller
CCH	Paperless Audit System	1,430	Comptroller
Intellitech Corp	Jail Management System	194,555	Corrections - Jail
New Dawn	DA Case Management System	200,000	District Attorney
Asset Works	Fuel Focus	35,000	DPW
Asset Works	Work Management	68,285	DPW
Cityworks	Sewer Maintenance System	66,000	DPW
Locality Media	Permits System	19,000	Fire Marshall
Locality Media	Permits System Phase II	31,050	Fire Marshall
Locality Media	Permits System Phase III	34,680	Fire Marshall
Porter Lee	LIMS System	16,000	Medical Examiner
Quincy	CMFW Software	18,700	Medical Examiner
Mideo Systems	DNA/Biology/Latent Prints Sys	30,000	Medical Examiner
SVAM	Case Track	60,000	OHIA
Performance	PB Views	19,000	OMB
CS Stars	Risk Management/OMB	68,000	OMB
Vermont Systems	Rec Trac	25,000	Parks
Tracker	Probation Upgrade	16,000	Probation
Automon	Case Load Explorer	120,000	Probation
SHI	Neo Gov - Hiring Process	79,059	Civil Service
Softcode	Sheriff Accounting System	30,000	Sheriff
Avispo	Video Wall Maintenance	22,307	Fire Com.
Avispo	Video Wall Maint. - Large Wall	28,000	Police Department
Avispo	Video Wall Maint. - Small Wall	14,000	Police Department
Quest	New Traffic & Parking Court Sys	127,000	TPVA
Resource Assoc. of Nevada	Gather data from multiple Agencies in NY Counties	2,600	Minority Affairs
Spec Bid	E-Procurement	186,000	Shared Services



How Do I Enter Revenue Detail?

- For each Revenue Sub-object code click the “Edit” button
- Enter Revenue Item
- Choose Mandated/Non Mandated
- Enter Reimbursable Capital/State/Federal
- Reimbursable Rate
- Detailed Notes



How Do I Enter Revenue Detail?


BU_BP_P BPI Detail - Mozilla Firefox

File Edit View History Bookmarks Tools Help

BU_BP_P BPI Detail Login

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:510:4524678925028::NO::P510_BPI_ID,P510_PG_CAME_FROM,P510_OBJECT:6295,500,BH

nassau county police exam results

 **NASSAU COUNTY, NY** Budget Department
B - Prep Application

rstuddert Feedback Change Password Logout

Subject Item [Go Back](#) [Downloadable Report](#)

Budget Title: Detail Detail
Sub Object: **R9805 LEISURE PASS FEE** Total HC **0** Total Amt. **0**

Item Details [Delete](#) [Submit](#)

Please enter mandate values prior to submitting changes

<input type="checkbox"/>	Item	Mandate	Reimbursed	Head Count	Rate	Amount	Notes
<input type="checkbox"/>	Leisure passes	n	None	0	0	250	10 Leisure Passes at \$25 each

1 - 1 [Add Row](#)

[Set Screen Reader Mode On](#)
release 1.0



Creating Reports

- Select the Budget Reports Tab
- Click on Actions Button
- Select Columns
- Manipulate data
- Save and name reports
- Download data to Excel (Click on CSV)
 - For your convenience remember to save as an Excel document
- Help (provides detailed information for each icon, [See Help Slide](#))
- For detailed help with creating reports please contact Ryan Studdert, Martha Worsham or your Budget Analyst (Contact list on last slide)




Creating Reports

BU_BP_P Downloadable Rep x

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/?p=279:521:15792947638258::NO

Apps APEX 4.2 Actuate BIRT Perform... https--intime.nassauc... Nassau County Civil S... Nassau County - Web... ftp://10.101.100.118/... 10 Day Weather Fore... Nassau County Defer... NCCSC Login Other bookmarks

 **NASSAU COUNTY, NY** Budget Department
B - Prep Application

kdolan Change Password Support Logout

Home Budget Reports

Index/SubObject Reports - Detail Reports -

Department Requests
Program to Eliminate Gap
Proposed Budget
Adopted Budget

Downloadable Report

Go Rows 10 Actions

Dept.	Fund	CC	Index Code	Resp. Ctr.	Index Title	Obj.	Budget Subobject	E/R	BSO Title	2 Prior Years Actual Amt	Prior Year Actual Amt.	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated	Reimbursed	Department Notes
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	BH	R0801	R	MISC RECEIPTS	2,055.55	212	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	SA	R1001	R	REIMBURSED EXPEND	-6,167.37	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZML	E	AUTO MILEAGE	338.94	405	0	300	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAABK	E	CLERK II	42,823.05	45,477	1	46,871	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AABHF	E	MANAGER OF COMPUTER OPERATIONS	35,613.39	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAVY9	E	HEALTH INSURANCE BUYBACK	8,000.08	5,333	0	4,004	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZY8	E	OVERTIME	41,001.54	93,657	0	20,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA9PD	E	COMMISSIONER OF INFO TECHNOLOGY	129,999.92	130,932	1	130,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADV1	E	LOCAL AREA NETWORK & PERS COMP MGR	132,557.99	138,001	1	138,751	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZY3	E	DIFFERENTIAL	4,417.84	1,827	0	0	N	N	-



Creating Reports

BU_BP_P Downloadable Rep: x

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/?p=279:521:15792947638258::NO

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Reports

Index/SubObject Reports - Detail Reports -

DR Index/SubObject Downloadable Report

Q- Go Rows 10 Actions

Dept.	Fund	CC	Index Code	Resp. Ctr.	Index Title	Obj.	Subj.	2 Prior Years Actual Amt	Prior Year Actual Amt.	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated	Reimbursed	Department Notes
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	BH	R	2,055.55	212	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	SA	R	-6,167.37	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA	338.94	405	0	300	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA	42,823.05	45,477	1	46,871	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AABHF E	35,613.39	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAY9 E	8,000.08	5,333	0	4,004	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZ8 E	41,001.54	93.657	0	20,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA9PD E	129,999.92	130,932	1	130,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADV1 E	132,557.99	138,001	1	138,751	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZY3 E	4,417.84	1,827	0	0	N	N	-



Help Screen

Help - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/www_flow_utilities.show_lr_help?p_app_id=279&p_worksheet_id=99544828291860405&p_lang=en-us

Interactive Report Help

Interactive report regions enable end users to customize reports. Users can alter the layout of report data by selecting columns, applying filters, highlighting, and sorting. Users can also define breaks, aggregations, charts, group bys, and add their own computations. Users can also set up a subscription so that an HTML version of the report will be emailed to them at a designated interval. Users can create multiple variations of a report and save them as named reports, for either public or private viewing.

An interactive report can be customized using the Search bar, Actions menu, or Column Heading menu. To learn more, see "Customizing Interactive Reports" in online Help.

Search Bar

At the top of each report page is a search region. This region (or Search bar) provides the following features:

- **Select columns icon** enables you to identify which column to search (or all).
- **Text area** enables you to enter case insensitive search criteria (wild card characters are implied).
- **Go button** executes the search.
- **Reports** displays alternate default and saved private or public reports.
- **Rows** sets the number of records to display per page.
- **Actions Menu** enables you to customize a report. See the sections that follow.

Actions Menu

The Actions menu appears to the right of the Go button on the Search bar. Use this menu to customize an interactive report.

Select Columns

Used to modify the columns displayed. The columns on the right display. The columns on the left are hidden. You can reorder the displayed columns using the arrows on the far right. Computed columns are prefixed with **.

Filter

Focuses the report by adding or modifying the **WHERE** clause on the query. You can filter on a column or by row.

If you filter by column, select a column (it does not need to be one that displays), select a standard Oracle operator (=, !=, not in, between), and enter an expression to compare against. Expressions are case sensitive. Use % as a wild card (for example, STATE_NAME like A%).

If you filter by row, you can create complex **WHERE** clauses using column aliases and any Oracle functions or operators (for example, G = 'VA' or G = 'CT', where G is the alias for CUSTOMER_STATE).

Rows Per Page

Sets the number of records to display per page.

Format

Format enable you to customize the display of the report. Format contains the following submenu:

- Sort
- Control Break
- Highlight
- Compute
- Aggregate
- Chart
- Group By

Sort

Used to change the columns to sort on and determines whether to sort in ascending or descending order. You can also specify how to handle **NULLs**. The default setting always displays **NULLs** last or always display them first. The resulting sorting displays to the right of column headings in the report.

Control Break

Used to create a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.

Highlight

Enables you to define a filter. The rows that meet the filter criteria display as highlighted using the characteristics associated with the filter. Options include:



Interdepartmental Service Agreements

- An ISA is an agreement between two (2) departments to perform a service. Departments that receive revenue reimbursement for program related expenses must participate in the ISA process in order to properly record and claim the expense.
- The department that performs the service is the “seller” department (Object code BJ-Interdepartmental Revenue). The department that receives the service is the “buyer” department (Object code HF-Interdepartmental Expense). For Grants please use revenue codes BW for inter-fund revenue and expense code HH for inter-fund charges.
- Example: Bureau of Printing & Graphics. When a department requests printing materials they are the buyer and Printing and Graphics is the seller.



Interdepartmental Service Agreements

- Seller departments must complete the ISA form and summary sheet available in the 2016 Budget Preparation Manual located on the County website: (<http://www.nassaucountyny.gov/agencies/OMB/budgetdocs.html>)
- Buyer departments must contact the seller department or OMB to ensure an ISA agreement is included in the 2016 Budget.
- When an ISA form is completed and signed by Seller the form is sent to the Buyer for signature and returned back to the seller
- Seller must submit a copy of the signed ISA form to OMB (Attn: Anthony Romano, Senior Budget Analyst) along with summary sheet available in the 2016 Budget Preparation Manual
- When calculating indirect cost and fringe please use updated rates found in the 2016 Budget Preparation Manual and the most current 2014 indirect cost rate sheet located on the OMB website.
- Any questions or concerns related to the completion of the ISA form please contact Anthony Romano, Senior Budget Analyst (See Contact List)



Performance Management

For your Fiscal 2016 submittal, existing CPAR performance measures and new proposed CPAR performance measures should be:

- Consistent with the goals & objectives described in your Departmental narrative
- Numeric & monitored on a monthly or quarterly basis
- Within your Department's direct managerial control or influence
- Assigned a realistic annual target (given the current economic environment), with the expectation for year over year improvement where feasible



Risk Management

Budgeting for Risk Management

- Four Forms
 - Safety - Related Training Programs
 - Safety - Related Equipment
 - Safety - Annual Medicals Required
 - Insurance
- Workers Compensation
 - Three Departments with Direct Budget
 - PD (PDD & PDH)
 - CC
 - DPW (GEN & SSW)
 - All other WC budgets are managed by Risk Management
- See 2016 Budget Preparation Manual for more information & forms



Contact List

OMB STAFF

Roseann D'Alleva	Budget Director	571-0525
Doug Cioffi	Manager, Performance Management	571-6333
William Cote	Budget Analyst	571-5735
Steve Conklin	Debt Manager and Financial Analyst	571-3023
Robert Conroy	Deputy Budget Director	571-6335
Steve Feiner	Director, Grants Management	571-0413
Richard Haemmerle	Operations Analyst	571-0797
Narda Hall	Senior Budget Analyst	571-0556
Ann Hulka	Deputy Budget Director	571-0423
Jessica Lamendola	Manager of Fiscal Projects	571-7736
Thomas Love	Budget Analyst	571-7713
Chris Nolan	Deputy Director	571-4269
John F. Quinlan	Risk Management Analyst	571-1959
Irfan Qureshi	Senior Budget Analyst	571-0462
Matthew Ronan	Budget Analyst	571-7735
Anthony Romano	Senior Budget Analyst	571-4385
Steven Munzing	Operations Analyst	571-0799
Joseph Schiliro	Budget Analyst	571-4373
Ryan Studdert	Senior Budget Analyst	571-6260
Martha Worsham	Manager of Budget Analysis	571-1459
Technical Support	Help Desk	1-HELP (1-4357)

