2017
Monthly Allocation Plan Seminar

Table of Contents

Slide Topic	Slide Number
Table of Contents	2
Calendar	3
Monthly Allocation Plan	4
Apex Application Sub-tabs	6
Data Input Responsibility	8
How Do I Enter Data	10
Creating Reports	14
Monthly Explanation Update	19
Contact List	20

Fiscal 2017 Monthly Allocation Plan Development Calendar

Date	Activity
12/15	Adopted Fiscal 2017 Budget approved by NIFA
1/10, 1/11	Spending Plan Seminars and Distribution of Materials
1/10	Apex Monthly Allocation open
1/31	Apex Monthly Allocation Plan Submissions cut-off date
2/1 – 2/8	OMB Review of Plan Submissions
2/21	FY17 Monthly Allocation Plan due to NIFA
2/21	January Monthly County Budget Report due to NIFA
Around the 21st of each month	Following Monthly County Budget Report due to NIFA

Monthly Allocation Plan

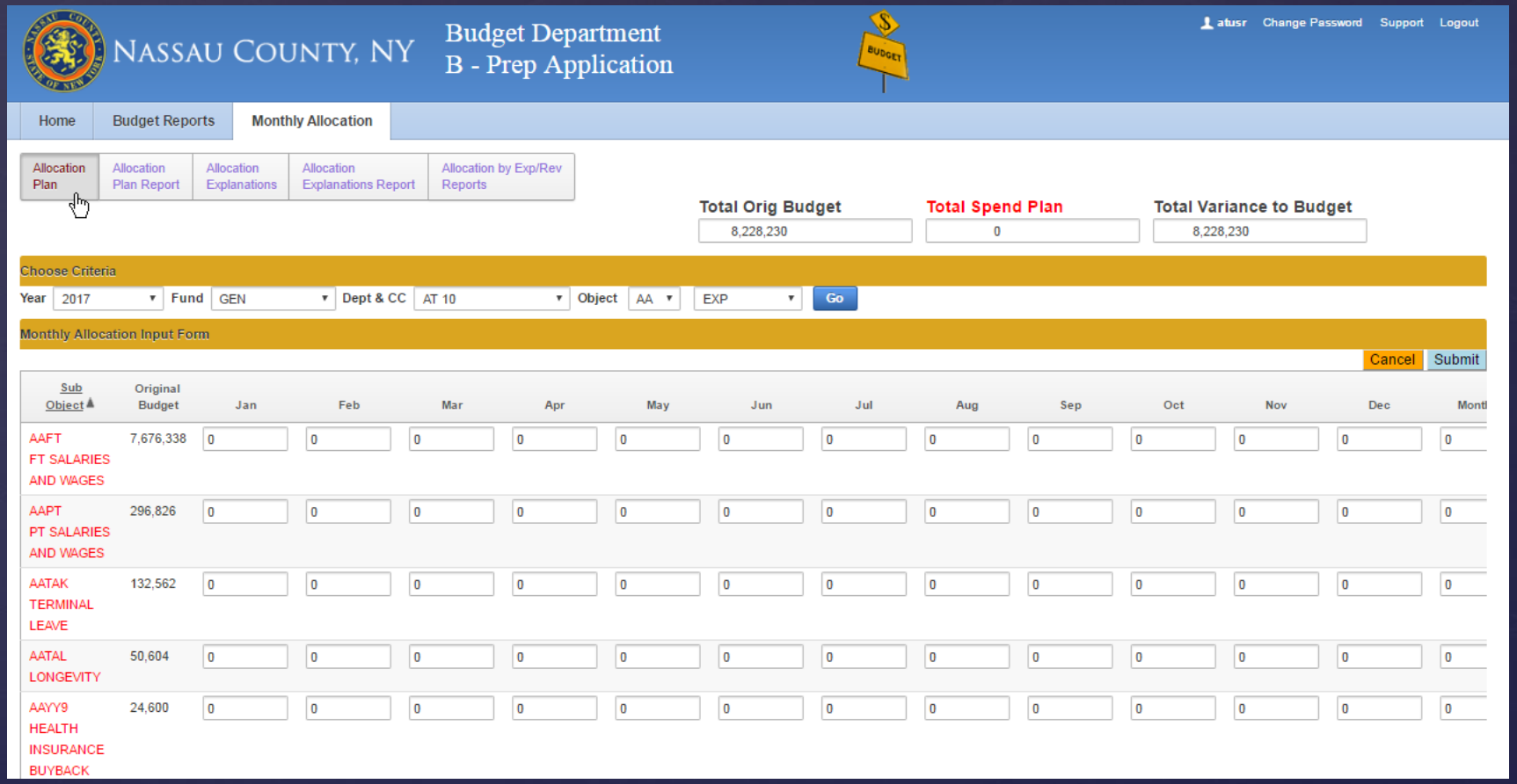
- The Monthly Allocation Plan distributes 2017 Adopted Budget on monthly basis for projected spending.

- Departments are required to input their 2017 spending and revenue plans into the Monthly Allocation Application in APEX

- The Adopted amounts are loaded by Sub-Object codes
  - Departments must allocate their budget, monthly for each Sub-Object code (including Month 13). This will serve as each Department's Allocation Plan for 2017.

- After NIFS monthly close , within 2 weeks Departments are required to enter variance explanations for each sub-object code.
  - A write-up is necessary where a substantial difference exists from the current obligation spending/revenue from the submitted Monthly Allocation Plan. Most Departments were performing this task in 2016.

Monthly Allocation Plan



Sub Object	Original Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monl
AAFT FT SALARIES AND WAGES	7,676,338	0	0	0	0	0	0	0	0	0	0	0	0	0
AAPT PT SALARIES AND WAGES	296,826	0	0	0	0	0	0	0	0	0	0	0	0	0
AATAK TERMINAL LEAVE	132,562	0	0	0	0	0	0	0	0	0	0	0	0	0
AATAL LONGEVITY	50,604	0	0	0	0	0	0	0	0	0	0	0	0	0
AAYY9 HEALTH INSURANCE BUYBACK	24,600	0	0	0	0	0	0	0	0	0	0	0	0	0

Apex Application Sub-tabs

The Monthly Allocation Plan is comprised of five Sub-tabs:

- **1st Tab**
  - **Allocation Plan** : Departments will allocate their 2017 Adopted Budget by month for expense and revenue Object and Sub-object codes. This sub-tab can access previous years data if available and is downloadable.

- **2nd Tab**
  - **Allocation Plan Report :** Create reports of Allocation Plan data – similar to the Budget Prep Application report feature (including available monthly historical data)

Apex Application Sub-tabs

- **Third Tab**
  - **Allocation Explanations :** Departments enter their variance explanations each month for expense and revenue codes. The General Notes box is used to explain the overall object code. An individual Sub-object box is used if an explanation is necessary for this specific Sub-object. The sub-tab can access previous months and is downloadable

- **Fourth & Fifth Tab**
  - **Allocation Explanations Report & Allocation by Exp/Rev Reports :** Again, similar capabilities to the other report features discussed earlier, plus ability to see previous years, monthly Current Obligation data.

Data Input Responsibility

OMB responsibility

- Full-Time Salary – OMB will use actual 2017 number of periods per month and include salary structure according to the labor agreements (CSEA, PBA, DAI, SOA and COBA) applied to 2017 Adopted Budget
- Part-Time & Seasonal Salary – OMB will use historical data applied to 2017 Adopted Budget.
- Longevity, Terminal Leave, Health Insurance Buy Back and Comp Time cash – OMB will use the preset rules from Labor Contracts.
- BJ/HF, a member of the OMB Staff will be coordinating the ISA process

Data Input Responsibility

Department responsibility

- Salary Extras, with the exception of Longevity, Terminal Leave, Health Insurance Buy Back and Comp Time cash
- Other Than Personal services
- Revenues

How Do I Enter The Data?

- Go to the Monthly Allocation Tab between January 10th and January 31st
- Choose the Allocation Plan sub-tab
- Select Criteria :
  - ✓ Year 2017
  - ✓ Fund
  - ✓ Control Center
  - ✓ Object
- Enter Data at the Sub-Object level by Month, including Month 13
- Monthly amount should be entered without decimals
- Verify that box "Total Orig Budget" equals box "Total Spend Plan" (or box "Total Variance to Budget" is at zero)
- APEX has built in check balances by Object level and color coded Totals. The total allocated by Object cannot be above the Adopted Budget.

How Do I Enter The Data?

- Preparing with Historical Data Spending

NASSAU COUNTY, NY — Budget Department
B - Prep Application

Home | Targets | Target Reports | Budget Input | Budget Reports | Monthly Allocation | SGI | Projections | Archives | Maint

Allocation Plan | Allocation Plan Report | Allocation Explanations | Allocation Explanations Report | Allocation by Exp/Rev Reports

Choose Criteria

Year 2015

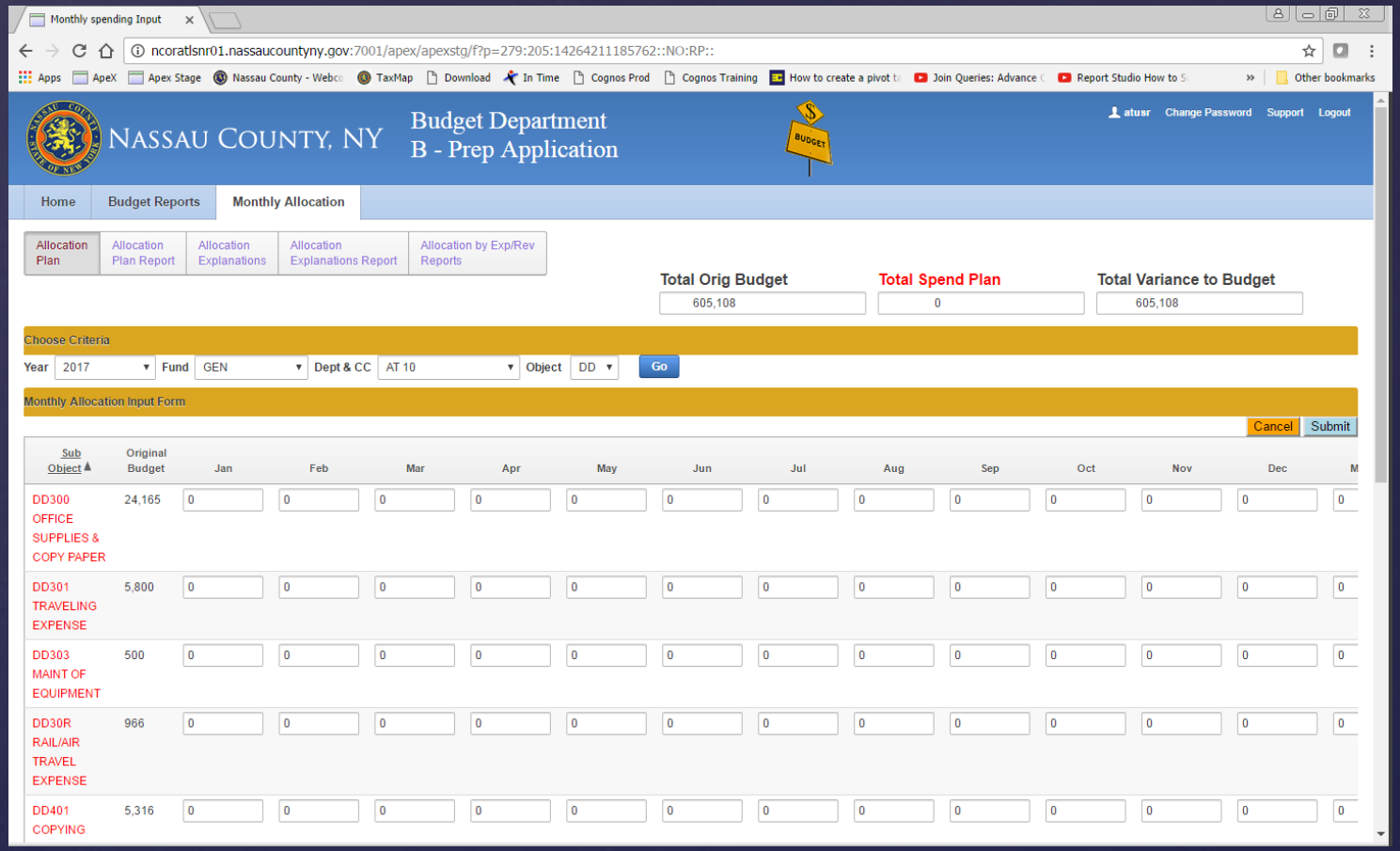
Go | Reports 1. Current Obligation | Actions

Saved Report = "Current Obligation"

Plan Year	Fund	Dept	CC	Obj	E/R	SubObject	Original Budget	Jan Cur Oblig	Feb Cur Oblig	Mar Cur Oblig	Apr Cur Oblig	May Cur Oblig	Jun Cur Oblig	Jul Cur Oblig
2015	GEN	PW	01	BH	R	R081B - BUS FARE BOX	0	11,594,657.67	-11,594,657.67	0.00	0.00	11,594,657.67	233,728.32	3,934,462.00
2015	GEN	PW	01	BH	R	R0808 - FEES	0	15,500.00	30,850.00	350.00	11,450.00	13,250.00	4,200.00	7,550.00
2015	GEN	PW	01	AA	E	AAZY0 - COMP TIME CASH	0	3,601.80	0.00	0.00	0.00	0.00	0.00	0.00
2015	GEN	PW	01	AA	E	AAZML - AUTO MILEAGE	0	501.17	528.73	623.14	499.73	483.12	443.96	308.89
2015	GEN	AT	10	AA	E	AAFT - FT SALARIES AND WAGES	0	431,962.35	803,601.11	540,344.09	538,087.01	535,855.64	530,663.14	808,595.06
2015	GEN	BU	10	93	E	93993 - INSURANCE ON BLDGS	0	0.00	0.00	346,868.00	0.00	0.00	0.00	0.00
2015	GEN	BU	10	AB	E	AB76F - OPTICAL - RETIREES	0	938.40	938.40	938.40	929.20	929.20	929.20	910.80
2015	GEN	BU	10	BF	R	R07MC - ENTERPRISE FUND	0	0.00	0.00	47.45	0.00	0.00	0.00	193.55

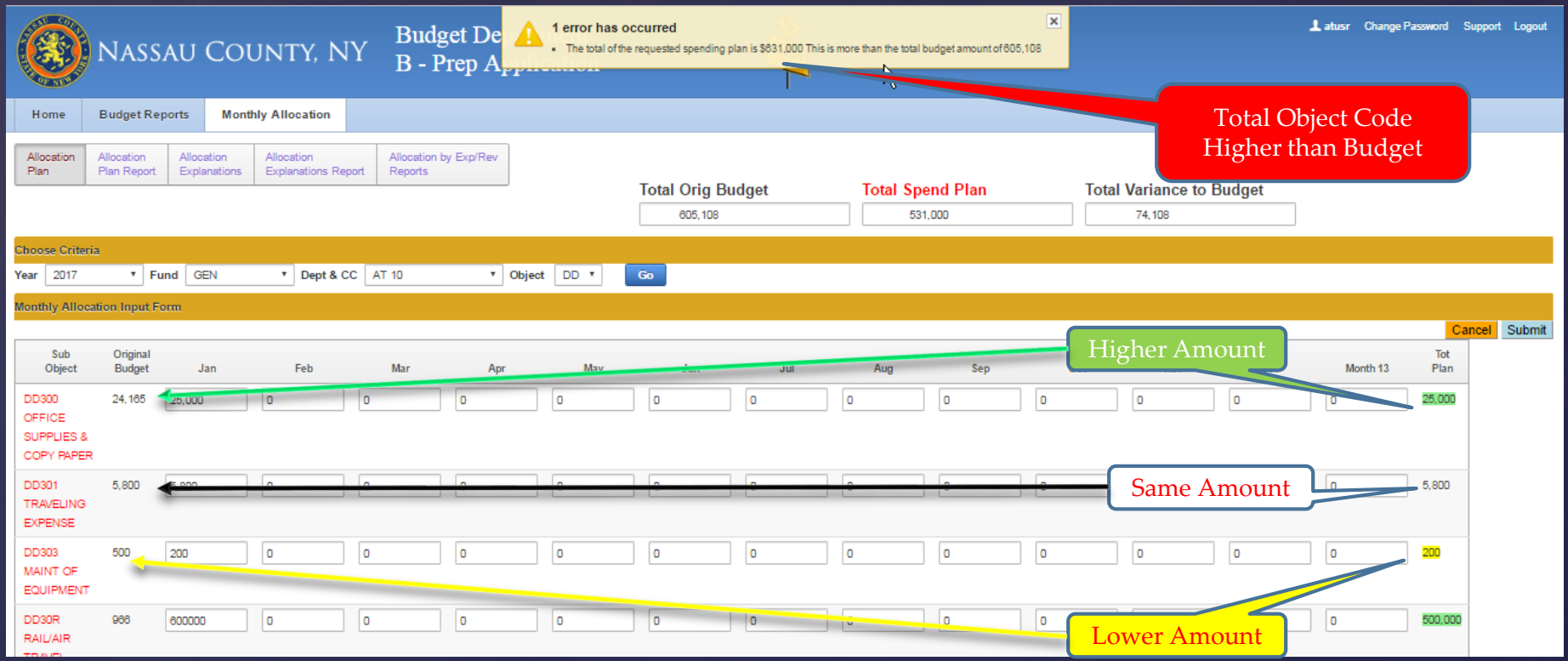
How Do I Enter The Data?

- Entering Data



How Do I Enter The Data?

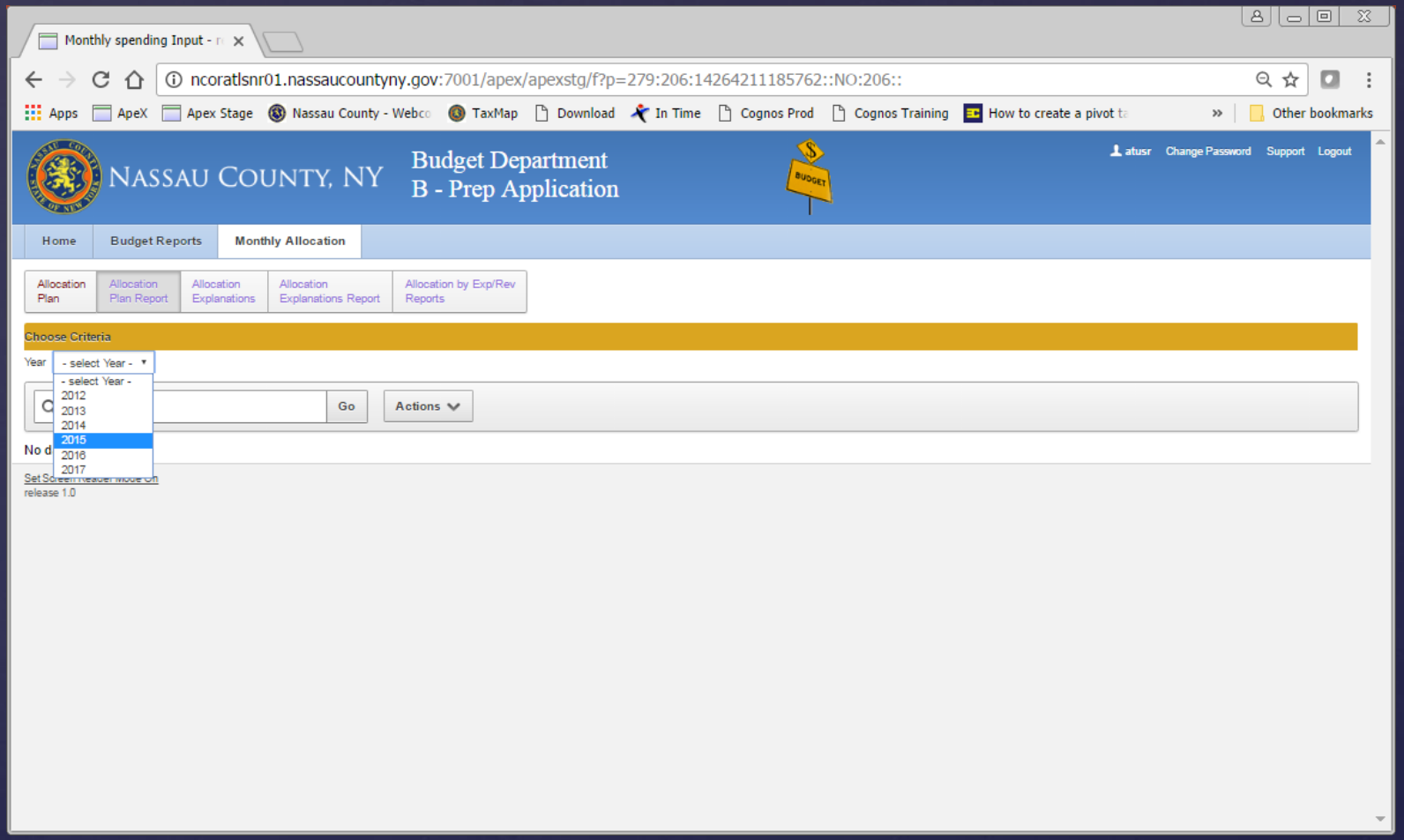
- Check and Balances / Color coded totals



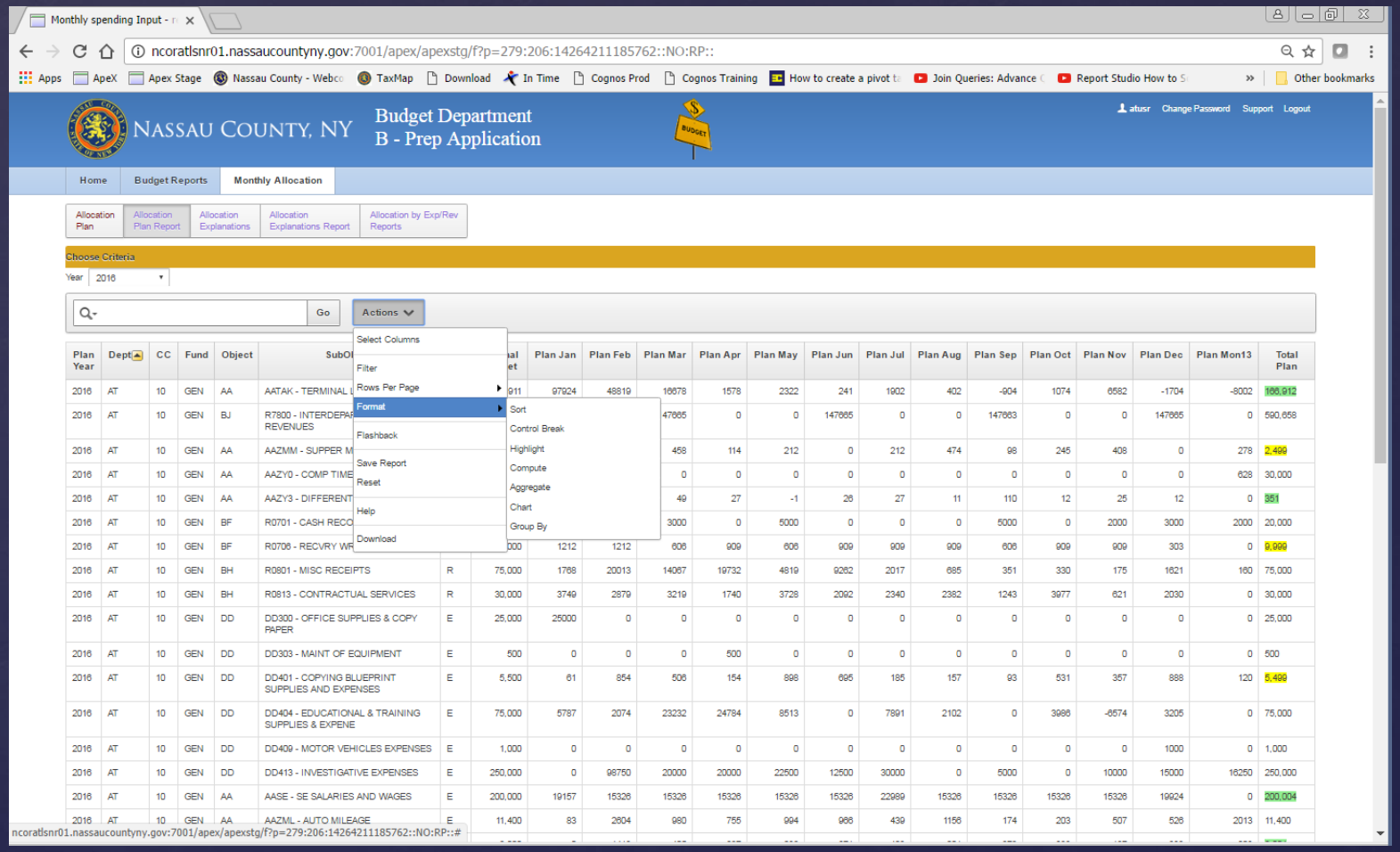
Creating Reports

- Select one of the Reports Sub-Tab :
  - ✓ Allocation Plan Report
  - ✓ Allocation Explanation Report
  - ✓ Allocation by Exp/Rev Reports
- Select the criteria
- Click on Actions Button and choose how to manipulate your 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 Matt Ronan, Martha Worsham or your Budget Analyst (Contact list on last slide)

Creating Reports

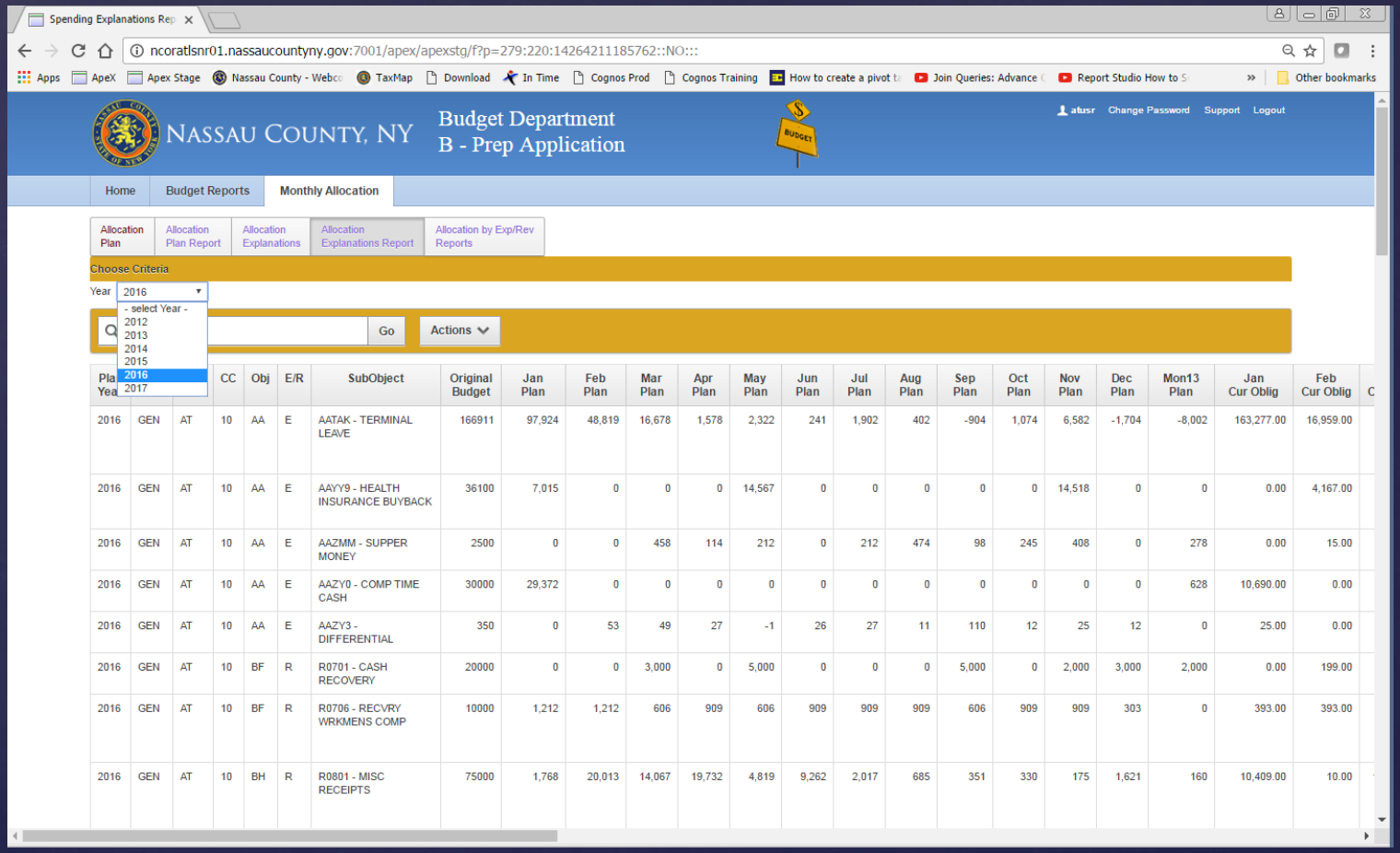


Creating Reports



Creating Reports

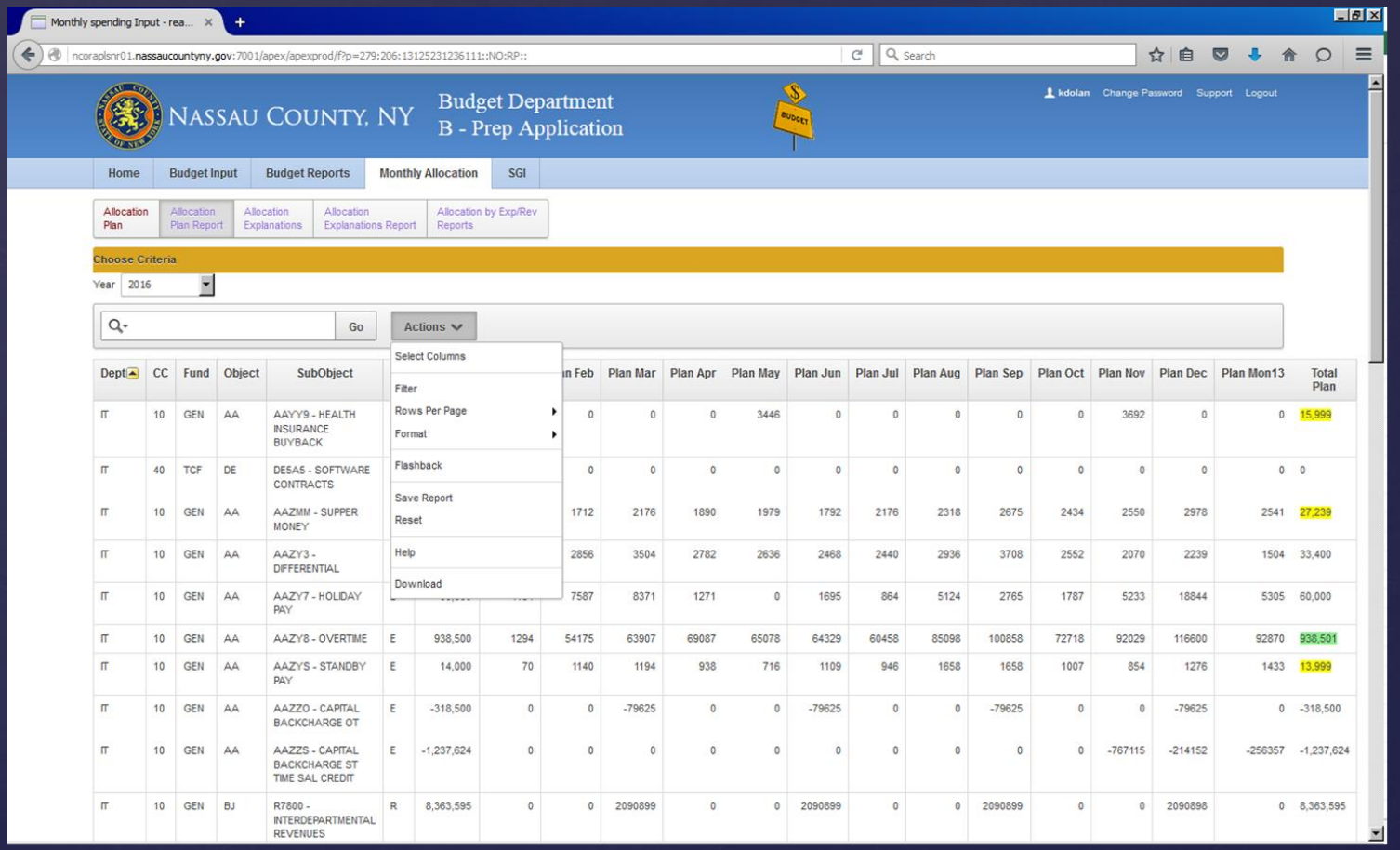
- Allocation Explanation Report Sub-Tab



Pla Yea			CC	Obj	E/R	SubObject	Original Budget	Jan Plan	Feb Plan	Mar Plan	Apr Plan	May Plan	Jun Plan	Jul Plan	Aug Plan	Sep Plan	Oct Plan	Nov Plan	Dec Plan	Mon13 Plan	Jan Cur Oblig	Feb Cur Oblig	C
2016	GEN	AT	10	AA	E	AATAK - TERMINAL LEAVE	166911	97,924	48,819	16,678	1,578	2,322	241	1,902	402	-904	1,074	6,582	-1,704	-8,002	163,277.00	16,959.00	
2016	GEN	AT	10	AA	E	AAYY9 - HEALTH INSURANCE BUYBACK	36100	7,015	0	0	0	14,567	0	0	0	0	0	14,518	0	0	0.00	4,167.00	
2016	GEN	AT	10	AA	E	AAZMM - SUPPER MONEY	2500	0	0	458	114	212	0	212	474	98	245	408	0	278	0.00	15.00	
2016	GEN	AT	10	AA	E	AAZY0 - COMP TIME CASH	30000	29,372	0	0	0	0	0	0	0	0	0	0	0	628	10,690.00	0.00	
2016	GEN	AT	10	AA	E	AAZY3 - DIFFERENTIAL	350	0	53	49	27	-1	26	27	11	110	12	25	12	0	25.00	0.00	
2016	GEN	AT	10	BF	R	R0701 - CASH RECOVERY	20000	0	0	3,000	0	5,000	0	0	0	5,000	0	2,000	3,000	2,000	0.00	199.00	
2016	GEN	AT	10	BF	R	R0706 - RECVRY WRKMENS COMP	10000	1,212	1,212	606	909	606	909	909	909	606	909	909	303	0	393.00	393.00	
2016	GEN	AT	10	BH	R	R0801 - MISC RECEIPTS	75000	1,768	20,013	14,067	19,732	4,819	9,262	2,017	685	351	330	175	1,621	160	10,409.00	10.00	

Creating Reports

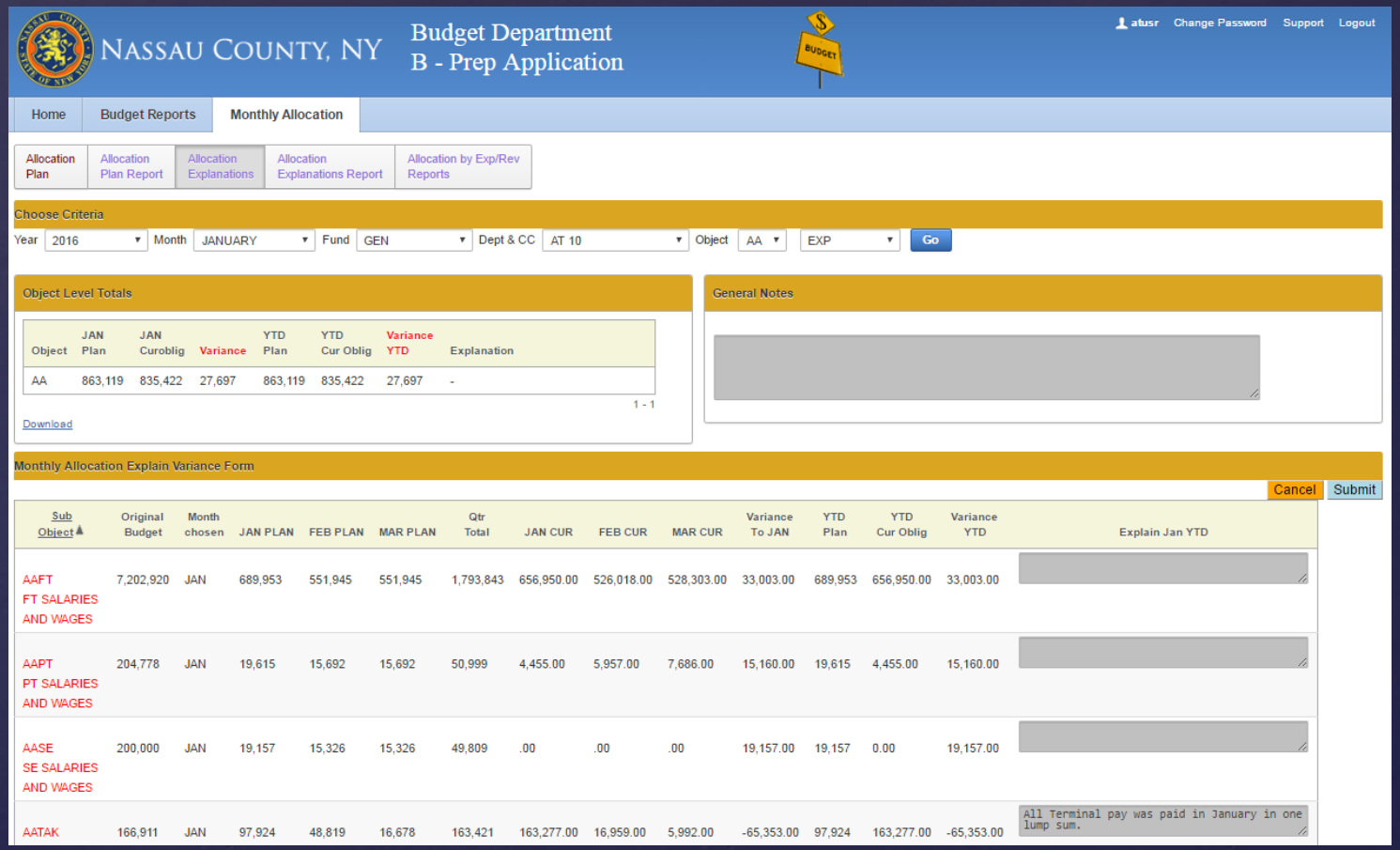
- Allocation Plan Report Sub-Tab



Dept	CC	Fund	Object	SubObject				Feb	Plan Mar	Plan Apr	Plan May	Plan Jun	Plan Jul	Plan Aug	Plan Sep	Plan Oct	Plan Nov	Plan Dec	Plan Mon13	Total Plan
IT	10	GEN	AA	AAYY9 - HEALTH INSURANCE BUYBACK				0	0	0	3446	0	0	0	0	0	3692	0	0	15,999
IT	40	TCF	DE	DE5A5 - SOFTWARE CONTRACTS				0	0	0	0	0	0	0	0	0	0	0	0	0
IT	10	GEN	AA	AAZMM - SUPPER MONEY				1712	2176	1890	1979	1792	2176	2318	2675	2434	2550	2978	2541	27,239
IT	10	GEN	AA	AAZY3 - DIFFERENTIAL				2856	3504	2782	2636	2468	2440	2936	3708	2552	2070	2239	1504	33,400
IT	10	GEN	AA	AAZY7 - HOLIDAY PAY				7587	8371	1271	0	1695	864	5124	2765	1787	5233	18844	5305	60,000
IT	10	GEN	AA	AAZY8 - OVERTIME	E	938,500	1294	54175	63907	69087	65078	64329	60458	85098	100858	72718	92029	116600	92870	938,501
IT	10	GEN	AA	AAZYS - STANDBY PAY	E	14,000	70	1140	1194	938	716	1109	946	1658	1658	1007	854	1276	1433	13,999
IT	10	GEN	AA	AAZZO - CAPITAL BACKCHARGE OT	E	-318,500	0	0	-79625	0	0	-79625	0	0	-79625	0	0	-79625	0	-318,500
IT	10	GEN	AA	AAZZS - CAPITAL BACKCHARGE ST TIME SAL CREDIT	E	-1,237,624	0	0	0	0	0	0	0	0	0	0	-767115	-214152	-256357	-1,237,624
IT	10	GEN	BJ	R7800 - INTERDEPARTMENTAL REVENUES	R	8,363,595	0	0	2090899	0	0	2090899	0	0	2090899	0	0	2090898	0	8,363,595

Monthly Explanations Update

- Updated visual and user input screen since mid-2016



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 Conkling	Debt Manager and Financial Analyst	571-3023
Robert Conroy	Deputy Budget Director	571-6335
Joseluis Dias	Budget Analyst	571-0556
Richard Haemmerle	Operations Analyst	571-0797
Ann Hulka	Deputy Budget Director	571-0423
Thomas Love	Budget Analyst	571-7713
Steven Munzing	Operations Analyst	571-0799
Chris Nolan	Deputy Director	571-4269
Andrew Persich	Deputy Director, Grants Management	571-0413
Irfan Qureshi	Manager, Performance Management	571-0462
Anthony Romano	Senior Budget Analyst	571-4385
Matthew Ronan	Senior Budget Analyst	571-7735
Joseph Schiliro	Senior Budget Analyst	571-4373
Michael Vocatura	Budget Analyst	571-5788
Martha Worsham	Deputy Budget Director	571-1459
Technical Support	Help Desk	1-HELP (1-4357)