2018 Budget Prep Seminar



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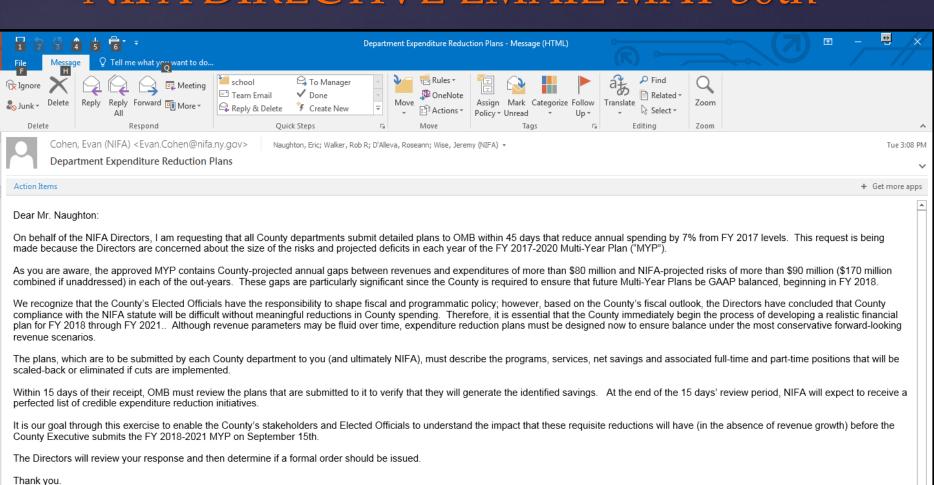
2018 Budget Development Calendar

Date	Activity
5/10	Departmental Narratives Due Back to OMB
6/1, 6/2	Budget Seminars and Distribution of Budget Preparation Materials
6/5	Apex open
7/3	Budget Submissions Due Back to OMB
7/3	OMB and County Executive Review of Budget Submissions
9/15	Proposed Fiscal 2018 Budget and 2018-2021 Multi-Year Plan Released
TBD	Legislative Budget Hearings
TBD	Deadline for Legislature to Adopt Budget and Multi-Year Plan
111 24 1 - 4	



Please be mindful of your summer planned vacations and work with OMB staff to schedule meetings as soon as possible to ensure compliance at all levels

NIFA DIRECTIVE EMAIL MAY 30th



i nank you.

Cc: NIFA Directors

Evan L. Cohen
Executive Director
Nassau County Interim Finance Authority
Office: (516) 248-2292 Fax: (516) 248-4050

Departmental Targets

- The Administration is currently formulating a response to NIFA
- OMB strongly suggests that departments adhere to targets and do not increase expenditures unless a strong revenue positive initiative is proposed
- Once direction is given by the administration departments will input NIFA directive for reductions in the Program to Eliminate the Gap Tab in Apex (PEG)
- Departmental proposed reductions should consider program eliminations or reductions that the County is not mandated to provide by State and Federal legislation
- Departments must consider the net impact of proposed reductions to achieve the NIFA 7% cut for either staff and OTPS reductions as it relates to departmental revenues and reimbursements
- OMB staff expects departments to reach out for assistance on all proposed (PEGs) before entering reductions



Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 5/11/2017 Payroll. Full-Time targets include salary structure according to the labor agreements (PBA, DAI, SOA and COBA). CSEA has been calculated as follows: employees under Plan B step on January 1st. and employees under Plan C and D step on their anniversary.
- Part-Time & Seasonal Targets –include HC and amounts based on prior year trending. Salary Extras, with the exception of Longevity and Terminal Leave, are preloaded based on prior year results; fringes are budgeted centrally by OMB.
- OTPS & Revenue Targets are based on prior year results and 2017 projections.
- 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 Enter The Data?

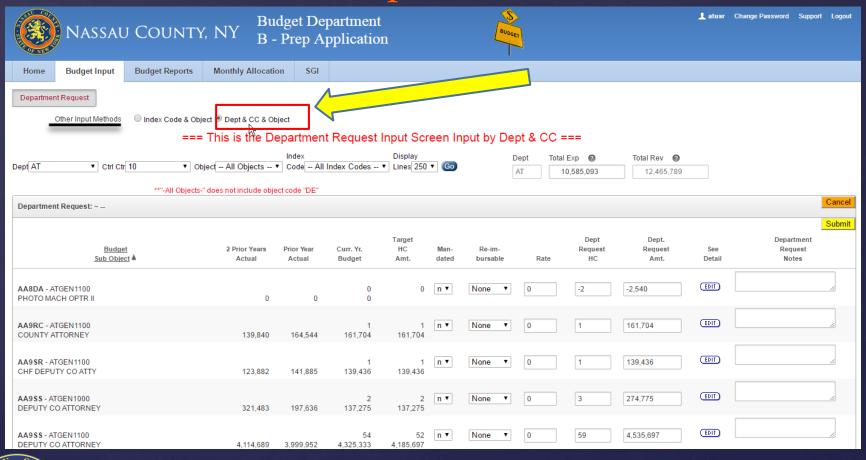
- Go to the Budget Input Tab
- You now have two options to enter data :
 - Option 1 : index code level by object
 - Option 2 : control center level by object
- You can switch between the two options to input the data
- Enter Total Departmental Requests NOT adjustments to the targets
- APEX allows users to provide more information to explain budgetary needs by using Edit & Notes
- Any additional codes that need to be added contact Irfan Qureshi,
 Performance Management Coordinator (See Contact List)



How Do I Enter The Data? Option 1



How Do I Enter The Data? Option 2



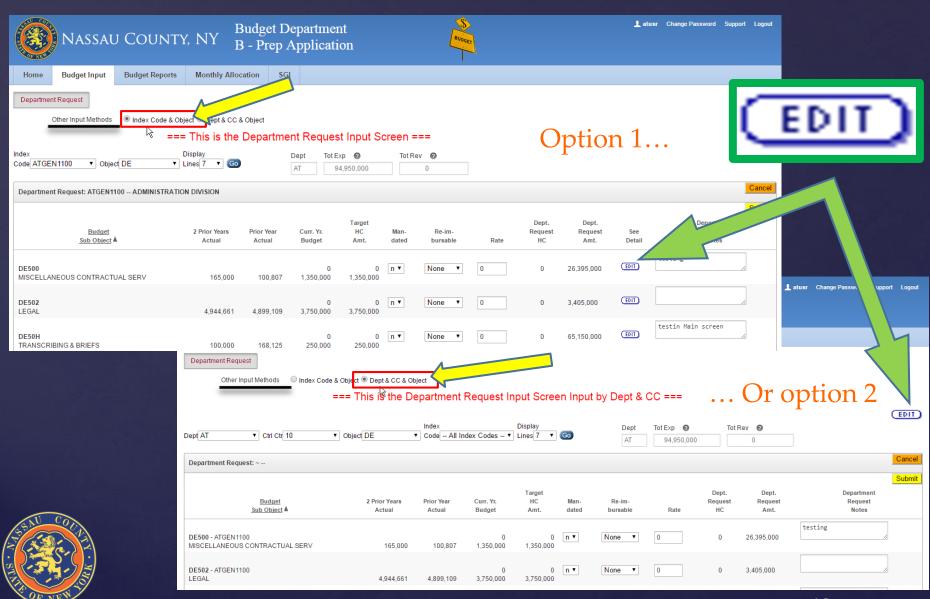
How Do I Enter Contract Detail?

- 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)
- o If mandated you must specify the Local Law or Authority in the notes
- Enter reimbursement rate if applicable



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?



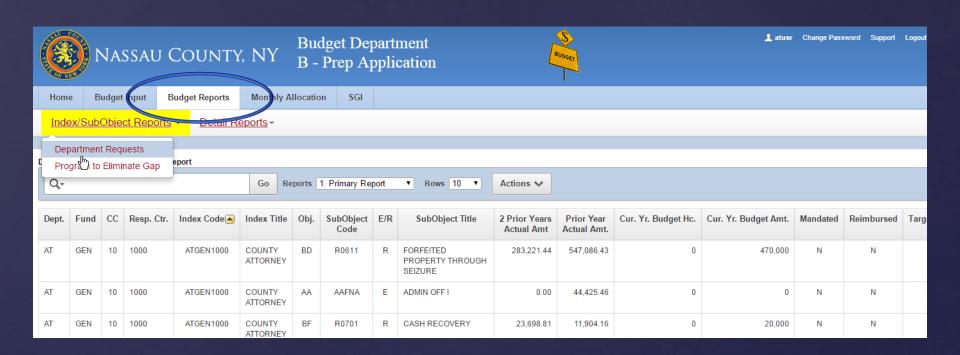
Program to Eliminate the Gap(PEG) Screen

Nassau County,	NY B	ıdget Dep - Prep Ap	artment plication	i l	BUDGET		⊥ atu	sr Change Password Support Logout
Home Budget Input Budget Reports	Monthly Allocat	ion SGI						
Department Request Program to Eliminate Gap	This is the D	epartment	Adjustmen	nts Input Screen ===				
	splay nes 250 ▼ Go	Dep	t Total Exp					
Department Adjustment: ATGEN1100 ADMINISTRATI	ON DIVISION							Cancel
<u>Budget</u> Sub Object ▼	Target HC Amt.	Dept Request HC Amt	Be Results	Dept Cuts HC	Dept. Cuts Amt.	See Detail	PEG Results HC Amt	Submit PEG Notes
AA8DA PHOTO MACH OPTR II	0	-2 -2,540	-2 -2,540	0	0	<u>View</u> <u>Details</u>	-2 -2,540	
AA9RC COUNTY ATTORNEY	1 161,704	1 161,704	1 167,363	0	0	<u>View</u> <u>Details</u>	1 167,363	
AA9SR CHF DEPUTY CO ATTY	1 139,436	1 139,436	1 144,316	0	0	<u>View</u> <u>Details</u>	1 144,316	
AA9SS DEPUTY CO ATTORNEY	52 4,185,697	59 4,535,697	55 4,414,192	0	0	<u>View</u> <u>Details</u>	55 4,414,192	
AA9ST SECRETARY	1 52,500	1 52,500	1 54,337	0	0	<u>View</u> <u>Details</u>	1 54,337	



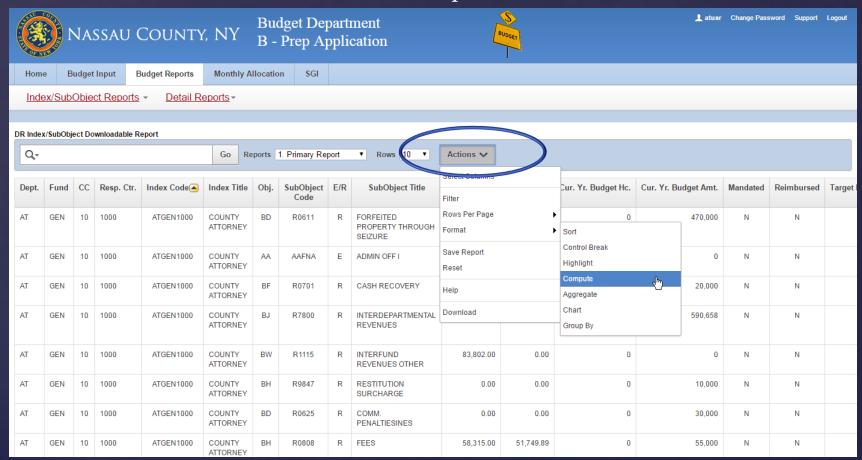
- Select the Budget Reports Tab
- Click on Actions Button
- Select Columns
- 。 Manipulate data
- Save and name reports
- Download data to Excel (Click on CSV)
 - For your convenience remember to save as an Excel document
- Help (provides detailed information for each icon, See Help Slide)
- For detailed help with creating reports please contact Matt Ronan,
 Martha Worsham or your Budget Analyst (Contact list on last slide)
- These same steps can be followed for the new County Wide Vendor reports





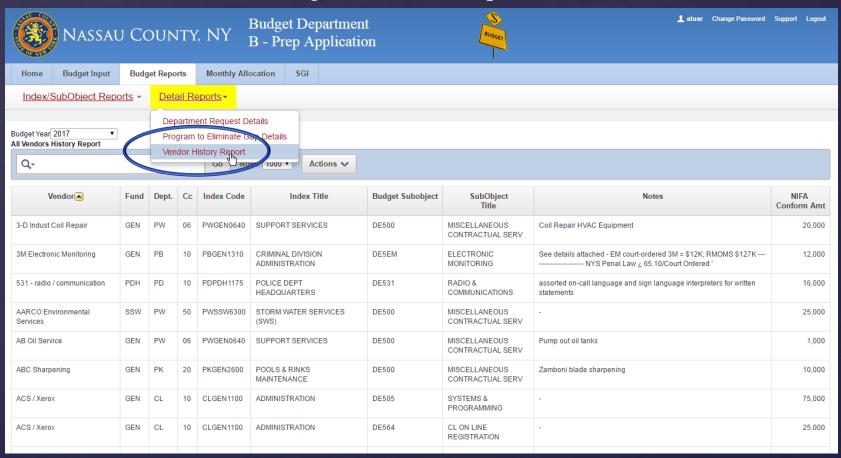


o General reports





o Budgeted vendors reports





IT Maintenance Agreement

As of 2017 the IT Department has centralized the management of all contracts related to maintenance and software.

- IT is working with individual departments to verify Maintenance and Software Contract (please refer to list in the Budget Prep Manual)
- Departments have been asked to review the list and add any new contracts, delete contracts that are no longer current or modify amounts



Performance Management

For your Fiscal 2018 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



Interdepartmental Service Agreements

- o 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 main objective is to maximize the counties revenue reimbursement.
- 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 become the buyer and Printing and Graphics becomes the seller.



Interdepartmental Service Agreements

- Seller departments must complete the ISA form and summary sheet available in the 2018 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 2018 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 2018 Budget Preparation Manual
- When calculating indirect cost and fringe please use updated rates found in the 2018 Budget Preparation Manual and the most current 2017 indirect cost rate sheet located on the OMB website.
- S AV COLON

 Any questions or concerns related to the completion of the ISA form please contact Anthony Romano, Senior Budget Analyst (See Contact List)

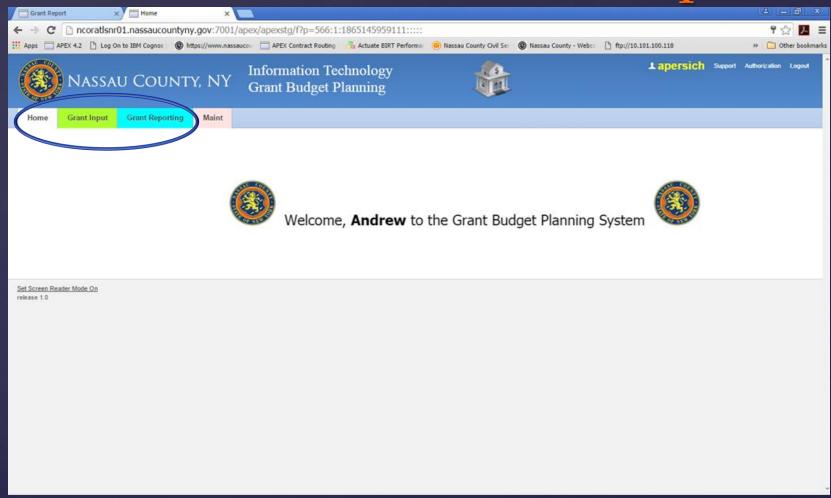
2018 Grants Plan

- o New APEX Grant Input Application for the 2018 Budget Process.
- o The Grant Application is located in a different module than the Budget Prep Application: http://ncoratlsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566
- o 2018 Grant Plan submission is due by **July 15, 2017**



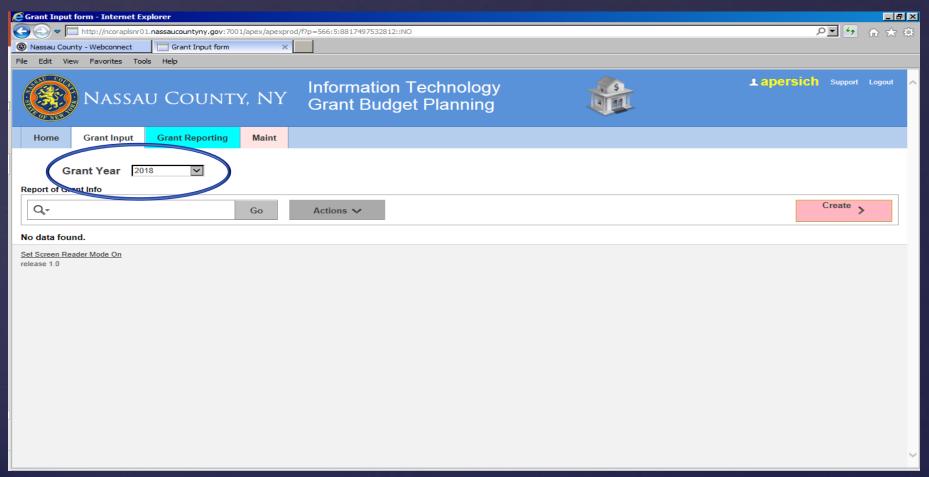


How To Access Grant Input



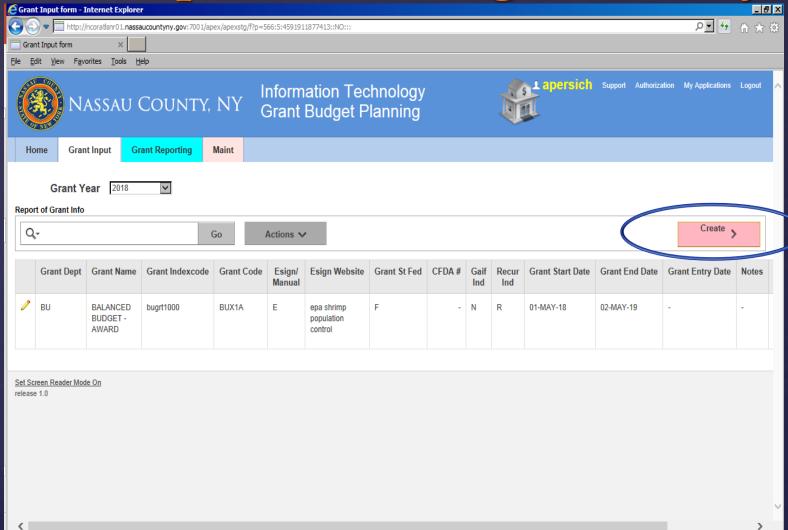


Grant Input: Selecting The Year



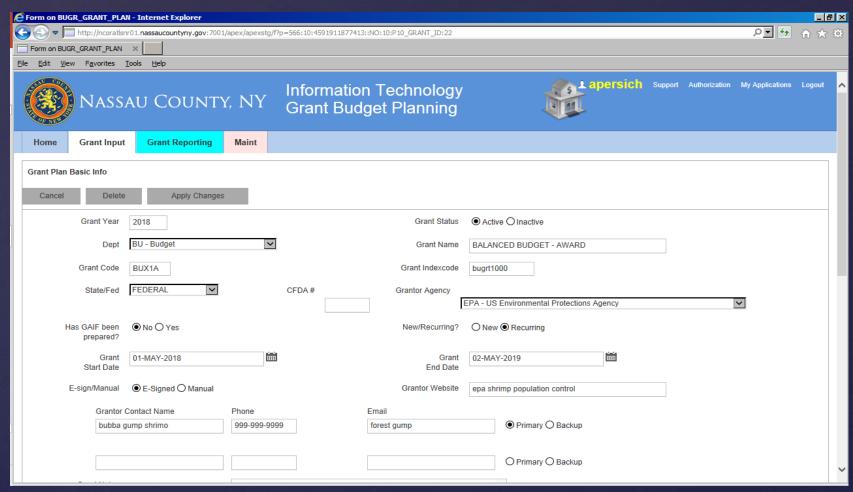


Grant Input: Creating An Entry





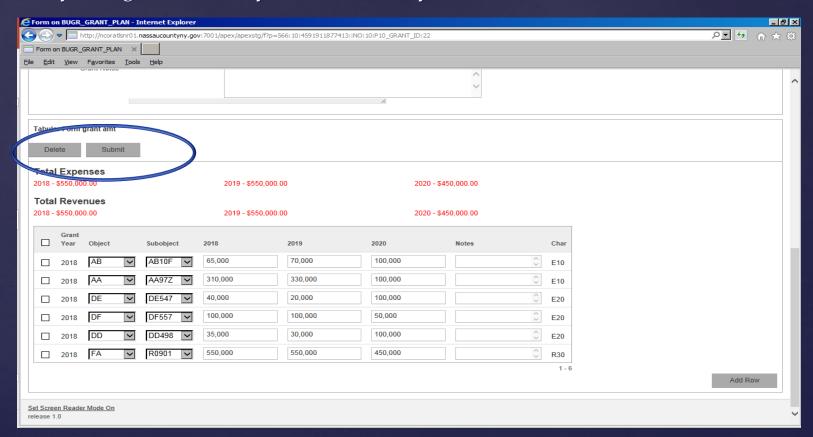
Inputting Grant Information





Submitting An Entry

- Upon completion of your input click submit and your submission is now final
- Any changes to the entry must be done by OMB





Monthly Allocation Plan

- o After the 2018 Budget has been adopted, Departments will be able to input their 2018 spending and revenue plans into the Monthly Allocation Application screen in APEX
- The adopted amounts for object and sub-object code will be loaded and Departments will have the opportunity to allocate the budget for each code for each month of the year (including Month 13). This will serve as each Department's Allocation Plan for 2018.
- At the end of each month, Departments are required to enter variance explanations for each code where a substantial difference from the current actual spending/revenue and the submitted Monthly Allocation Plan exists. Departments are currently performing this task in 2017.



Monthly Allocation Plan

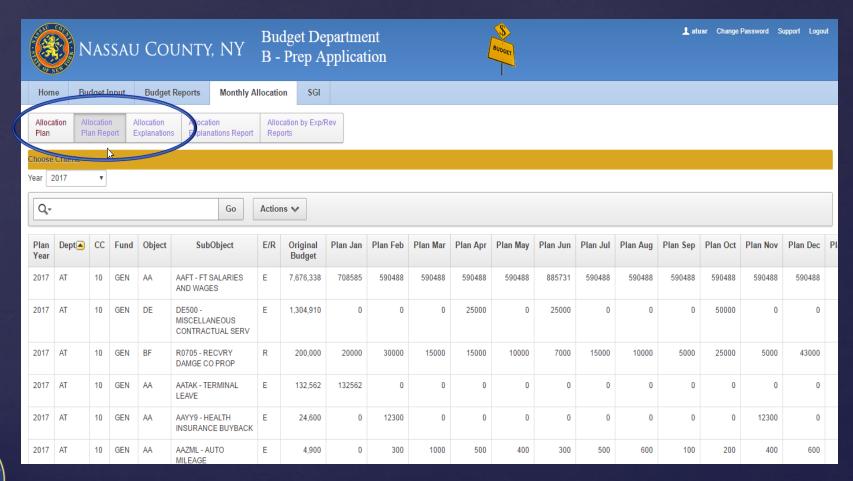
The Monthly Allocation Plan APEX Application is comprised of the following tabs:

- o **Allocation Plan Tab**: Departments will allocate their 2018 Adopted Budget by month for all expense and revenue Object and Sub-object codes
- Allocation Plan Report Tab: Create reports of Allocation Plan data similar to the Budget Prep Application report feature
- Allocation Explanations Tab: Departments will enter their variance explanations each month for expense and revenue codes
- Allocation Explanations Report Tab & Allocation by Exp/Rev Reports Tab: Again, similar capabilities to the other report features discussed earlier.



Monthly Allocation Screens

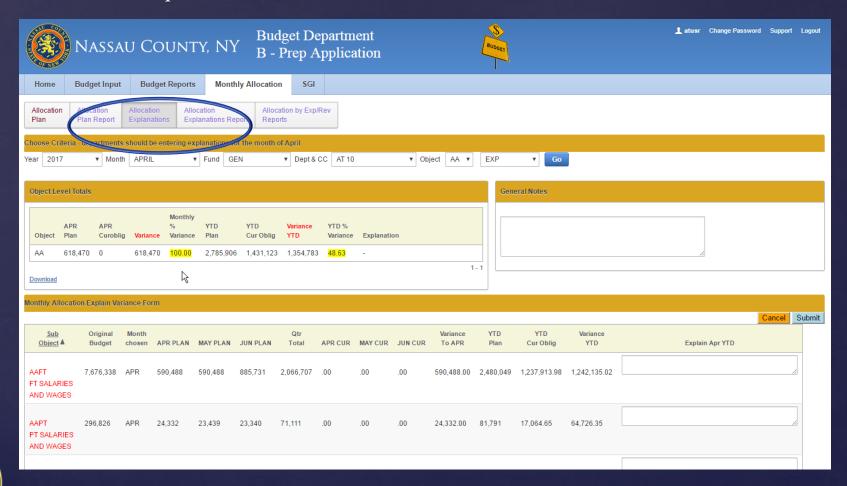
Allocation Plan Report SubTab





Monthly Allocation Screens

Allocation Explanation SubTab





Contact List

OMB Staff						
Roseann D'Alleva	Budget Director	571-0525				
Doug Cioffi	Manager, Peformance Measurement	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				
Matthew Kakol	Budget Analyst	571-0714				
Steven Munzing	Operations Analyst	571-0799				
Christopher Nolan	Deputy Director	571-4269				
Andrew Persich	Deputy Director, Grants Management	571-0413				
Irfan Qureshi	Manager, Peformance Measurement	571-0462				
Anthony Romano	Senior Budget Analyst	571-4385				
Matthew Ronan	Senior Budget Analyst	571-7735				
Joseph Schiliro	Senior Budget Analyst	571-4373				
Mitchell Seidler	Budget Analyst	571-7736				
Ryan Studdert	Senior Budget Analyst, Part-Time	571-6260				
Michael Vocatura	Budget Analyst	571-5788				
Martha Worsham	Deputy Budget Director	571-1459				
Technical Support	Help Desk	1-HELP (1-4357)				

