

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

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

Department Expenditure Reduction Plans - Message (HTML)

File Message Tell me what you want to do...

Ignore Delete Reply Reply All Forward More Meeting school To Manager Done Reply & Delete Create New Rules OneNote Move Actions Assign Policy Unread Mark Categorize Follow Up Translate Find Related Select Zoom Zoom

Cohen, Evan (NIFA) <Evan.Cohen@nifa.ny.gov> Naughton, Eric; Walker, Rob R; D'Alleva, Roseann; Wise, Jeremy (NIFA) Tue 3:08 PM

Department Expenditure Reduction Plans

Action Items + Get more apps

Dear Mr. Naughton:

On behalf of the NIFA Directors, I am requesting that all County departments submit detailed plans to OMB within 45 days that reduce annual spending by 7% from FY 2017 levels. This request is being made because the Directors are concerned about the size of the risks and projected deficits in each year of the FY 2017-2020 Multi-Year Plan ("MYP").

As you are aware, the approved MYP contains County-projected annual gaps between revenues and expenditures of more than \$80 million and NIFA-projected risks of more than \$90 million (\$170 million combined if unaddressed) in each of the out-years. These gaps are particularly significant since the County is required to ensure that future Multi-Year Plans be GAAP balanced, beginning in FY 2018.

We recognize that the County's Elected Officials have the responsibility to shape fiscal and programmatic policy; however, based on the County's fiscal outlook, the Directors have concluded that County compliance with the NIFA statute will be difficult without meaningful reductions in County spending. Therefore, it is essential that the County immediately begin the process of developing a realistic financial plan for FY 2018 through FY 2021.. Although revenue parameters may be fluid over time, expenditure reduction plans must be designed now to ensure balance under the most conservative forward-looking revenue scenarios.

The plans, which are to be submitted by each County department to you (and ultimately NIFA), must describe the programs, services, net savings and associated full-time and part-time positions that will be scaled-back or eliminated if cuts are implemented.

Within 15 days of their receipt, OMB must review the plans that are submitted to it to verify that they will generate the identified savings. At the end of the 15 days' review period, NIFA will expect to receive a perfected list of credible expenditure reduction initiatives.

It is our goal through this exercise to enable the County's stakeholders and Elected Officials to understand the impact that these requisite reductions will have (in the absence of revenue growth) before the County Executive submits the FY 2018-2021 MYP on September 15th.

The Directors will review your response and then determine if a formal order should be issued.

Thank 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

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input Budget Reports Monthly Allocation SGI

Department Request

Other Input Methods Index Code & Object Dept & CC & Object

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

Index Code: ATGEN1000 Object: -- All Objects -- Lines: 250 Go

Dept: AT Total Exp: 360,141 Total Rev: 2,245,789

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


Department Request: ATGEN1000 -- COUNTY ATTORNEY

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Man-dated	Re-im-bursable	Rate	Dept Request HC	Dept. Request Amt.	See Detail	Department Request Notes
AA9SS DEPUTY CO ATTORNEY	321,483	197,636	137,275	137,275	n	None	0	3	274,775	EDIT	
AAFNA ADMIN OFF I	0	44,425	0	0	n	None	0	1	70,000	EDIT	
AAMTP PARK WORKER SEASONAL	1,494	0	0	0	n	None	0	0	0	EDIT	
AATAK TERMINAL LEAVE	0	15,366	15,361	15,366	n	None	0	0	15,366	EDIT	



How Do I Enter The Data?

Option 2

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

Home Budget Input Budget Reports Monthly Allocation SGI

Department Request

Other Input Methods Index Code & Object Dept & CC & Object

Dept AT Ctrl Ctr 10 Object -- All Objects -- Index Code -- All Index Codes -- Display Lines 250 Go

Dept AT Total Exp 10,585,093 Total Rev 12,465,789

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

Department Request: ~ ~ ~ Cancel Submit

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Man-dated	Re-im-bursable	Rate	Dept Request HC	Dept. Request Amt.	See Detail	Department Request Notes
AA8DA - ATGEN1100 PHOTO MACH OPTR II	0	0	0	0	n	None	0	-2	-2,540	EDIT	
AA9RC - ATGEN1100 COUNTY ATTORNEY	139,840	164,544	161,704	161,704	n	None	0	1	161,704	EDIT	
AA9SR - ATGEN1100 CHF DEPUTY CO ATTY	123,882	141,885	139,436	139,436	n	None	0	1	139,436	EDIT	
AA9SS - ATGEN1000 DEPUTY CO ATTORNEY	321,483	197,636	137,275	137,275	n	None	0	3	274,775	EDIT	
AA9SS - ATGEN1100 DEPUTY CO ATTORNEY	4,114,689	3,999,952	4,325,333	4,185,697	n	None	0	59	4,535,697	EDIT	



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 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?

Home Budget Input Budget Reports Monthly Allocation SGI

Department Request

Other Input Methods Index Code & Object Dept & CC & Object

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

Index Code: ATGEN1100 Object: DE Display Lines: 7 Go

Dept: AT Tot Exp: 94,950,000 Tot Rev: 0

Option 1...



Department Request: ATGEN1100 -- ADMINISTRATION DIVISION

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Mandated	Re-im-bursable	Rate	Dept. Request HC	Dept. Request Amt.	See Detail
DE500 MISCELLANEOUS CONTRACTUAL SERV	165,000	100,807	1,350,000	1,350,000	n	None	0	0	26,395,000	EDIT
DE502 LEGAL	4,944,661	4,899,109	3,750,000	3,750,000	n	None	0	0	3,405,000	EDIT
DE50H TRANSCRIBING & BRIEFS	100,000	168,125	250,000	250,000	n	None	0	0	65,150,000	EDIT

Department Request

Other Input Methods Index Code & Object Dept & CC & Object

=== This is the Department Request Input Screen Input by Dept & CC ===

Dept: AT Ctrl Ctr: 10 Object: DE Index Code: -- All Index Codes -- Display Lines: 7 Go

Dept: AT Tot Exp: 94,950,000 Tot Rev: 0


... Or option 2

Department Request: -- --

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Mandated	Re-im-bursable	Rate	Dept. Request HC	Dept. Request Amt.	Department Request Notes
DE500 - ATGEN1100 MISCELLANEOUS CONTRACTUAL SERV	165,000	100,807	1,350,000	1,350,000	n	None	0	0	26,395,000	testing
DE502 - ATGEN1100 LEGAL	4,944,661	4,899,109	3,750,000	3,750,000	n	None	0	0	3,405,000	




Program to Eliminate the Gap(PEG) Screen



NASSAU COUNTY, NY

Budget Department
B - Prep Application



atusr Change Password Support Logout

Home Budget Input Budget Reports Monthly Allocation SGI

Department Request
Program to Eliminate Gap

=== This is the Department Adjustments Input Screen ===

Index Code: ATGEN1100 Object: AA Display Lines: 250 Dept: AT Total Exp: 7,586,478 Total Rev: 0

Department Adjustment: ATGEN1100 -- ADMINISTRATION DIVISION

Budget Sub Object	Target HC Amt.	Dept Request HC Amt	Be Results	Dept Cuts HC	Dept. Cuts Amt.	See Detail	PEG Results HC Amt	PEG Notes
AA8DA PHOTO MACH OPTR II	0	-2 -2,540	-2 -2,540	0	0	View Details	-2 -2,540	
AA9RC COUNTY ATTORNEY	1 161,704	1 161,704	1 167,363	0	0	View Details	1 167,363	
AA9SR CHF DEPUTY CO ATTY	1 139,436	1 139,436	1 144,316	0	0	View Details	1 144,316	
AA9SS DEPUTY CO ATTORNEY	52 4,185,697	59 4,535,697	55 4,414,192	0	0	View Details	55 4,414,192	
AA9ST SECRETARY	1 52,500	1 52,500	1 54,337	0	0	View Details	1 54,337	



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 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



Creating Reports

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input **Budget Reports** Monthly Allocation SGI

Index/SubObject Reports - Detail Reports -

Department Requests
Programs to Eliminate Gap


Q- Go Reports 1. Primary Report Rows 10 Actions

Dept.	Fund	CC	Resp. Ctr.	Index Code	Index Title	Obj.	SubObject Code	E/R	SubObject Title	2 Prior Years Actual Amt	Prior Year Actual Amt.	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated	Reimbursed	Targ
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BD	R0611	R	FORFEITED PROPERTY THROUGH SEIZURE	283,221.44	547,086.43	0	470,000	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	AA	AAFNA	E	ADMIN OFF I	0.00	44,425.46	0	0	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BF	R0701	R	CASH RECOVERY	23,698.81	11,904.16	0	20,000	N	N	



Creating Reports


o General reports



NASSAU COUNTY, NY

Budget Department
B - Prep Application

atusr Change Password Support Logout



Home
Budget Input
Budget Reports
Monthly Allocation
SGI

[Index/SubObject Reports](#) ▾ [Detail Reports](#) ▾

DR Index/SubObject Downloadable Report


Reports
1. Primary Report ▾
Rows
10 ▾
Actions ▾

Dept.	Fund	CC	Resp. Ctr.	Index Code	Index Title	Obj.	SubObject Code	E/R	SubObject Title	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated	Reimbursed	Target	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BD	R0611	R	FORFEITED PROPERTY THROUGH SEIZURE	0	470,000	N	N		
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	AA	AAFNA	E	ADMIN OFF I	0	0	N	N		
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BF	R0701	R	CASH RECOVERY	20,000	20,000	N	N		
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BJ	R7800	R	INTERDEPARTMENTAL REVENUES	590,658	590,658	N	N		
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BW	R1115	R	INTERFUND REVENUES OTHER	83,802.00	0.00	0	0	N	N
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BH	R9847	R	RESTITUTION SURCHARGE	0.00	0.00	0	10,000	N	N
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BD	R0625	R	COMM. PENALTIES/INES	0.00	0.00	0	30,000	N	N
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BH	R0808	R	FEES	58,315.00	51,749.89	0	55,000	N	N




Creating Reports

o Budgeted vendors reports



NASSAU COUNTY, NY

Budget Department
B - Prep Application



atusr Change Password Support Logout

Home Budget Input **Budget Reports** Monthly Allocation SGI

[Index/SubObject Reports](#) ▾ [Detail Reports](#) ▾

Department Request Details

Program to Eliminate Gap Details

Vendor History Report

Budget Year: 2017 ▾

All Vendors History Report

Q- GO 1000 ▾

Vendor	Fund	Dept.	Cc	Index Code	Index Title	Budget Subobject	SubObject Title	Notes	NIFA Conform Amt
3-D Indust Coil Repair	GEN	PW	06	PWGEN0640	SUPPORT SERVICES	DE500	MISCELLANEOUS CONTRACTUAL SERV	Coil Repair HVAC Equipment	20,000
3M Electronic Monitoring	GEN	PB	10	PBGEN1310	CRIMINAL DIVISION ADMINISTRATION	DE5EM	ELECTRONIC MONITORING	See details attached - EM court-ordered 3M = \$12K; RMOMS \$127K --- ----- NYS Penal Law § 65.10/Court Ordered '	12,000
531 - radio / communication	PDH	PD	10	PDPDH1175	POLICE DEPT HEADQUARTERS	DE531	RADIO & COMMUNICATIONS	assorted on-call language and sign language interpreters for written statements	16,000
AARCO Environmental Services	SSW	PW	50	PWSSW6300	STORM WATER SERVICES (SWS)	DE500	MISCELLANEOUS CONTRACTUAL SERV	-	25,000
AB Oil Service	GEN	PW	06	PWGEN0640	SUPPORT SERVICES	DE500	MISCELLANEOUS CONTRACTUAL SERV	Pump out oil tanks	1,000
ABC Sharpening	GEN	PK	20	PKGEN2600	POOLS & RINKS MAINTENANCE	DE500	MISCELLANEOUS CONTRACTUAL SERV	Zamboni blade sharpening	10,000
ACS / Xerox	GEN	CL	10	CLGEN1100	ADMINISTRATION	DE505	SYSTEMS & PROGRAMMING	-	75,000
ACS / Xerox	GEN	CL	10	CLGEN1100	ADMINISTRATION	DE564	CL ON LINE REGISTRATION	-	25,000



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

- 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.
- 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

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

Nassau County - Webconnect

webconnect

Webconnect
Nassau County Government Intranet

Home Apps Departments Preferences Email Documents Links Help Login

Welcome to Nassau County's Web Connect.

My Applications

My Department

NASSAU TIME

GIS

NEWSS
Nassau Enterprise Wide Solution

HR Employee Documents

ADAPT - User Tips

EEO Policy

IT Policies Procedures, & Forms

Door Access Registration

County Employee Discounts

Computer Training

NASSAU COUNTY SHARED SERVICES

County Executive Corner

5-31-2016: Mangano: Extinguish The Fire Challenge
Nassau County Executive Edward Mangano and Nassau University Medical Center (NUMC) CEO/President Dr. Victor Politi joined with physicians from NUMC's Burn Center and fire safety officials today to issue a health warning to local parents and teenagers about the popular internet fire challenge.
[Click here to see the full News Release](#)

5-31-2016: Mangano Urges Residents To Prepare For Hurricane Season

5-26-2016: Mangano Announces Free Rabies Vaccination Clinics For Dogs, Cats And Ferrets

5-26-2016: Mangano & Singas Announce STOP-DWI Initiative For Memorial Day Weekend

5-26-2016: Mangano Helps Homeowners File For Property Tax Relief By Offering July Workshops

Nassau County HCM Parallel Test Login

2017 Budget Prep Application

B-Prep Reference Document

2017 Grant Application

Check Out The Nassau County News

NOTICE:

Employees are reminded that Nassau County is a drug and alcohol free workplace. The unlawful manufacture, possession, use, distribution, dispensing, transfer and/or sale of a controlled substance, or alcohol, on all sites owned, leased or under the supervision of Nassau County by employees is prohibited. Any employee found to be in violation of the policy will be subject to termination.





How To Access Grant Input



Grant Report Home

ncoratisnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:1:1865145959111:.....

Apps APEX 4.2 Log On to IBM Cognos https://www.nassaucou... APEX Contract Routing Actuate BIRT Performa Nassau County Civil Se Nassau County - Webc ftp://10.101.100.118 Other bookmarks

 NASSAU COUNTY, NY Information Technology Grant Budget Planning  **apersich** Support Authorization Logout

Home Grant Input Grant Reporting Maint

 Welcome, **Andrew** to the Grant Budget Planning System 

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



Grant Input: Selecting The Year

The screenshot shows a web browser window titled "Grant Input form - Internet Explorer". The address bar contains the URL: <http://incoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=566:5:8817497532812::NO>. The browser tabs show "Nassau County - Webconnect" and "Grant Input form".

The application header includes the Nassau County logo, "NASSAU COUNTY, NY", and "Information Technology Grant Budget Planning". A user profile for "apersich" is visible with "Support" and "Logout" links.

The navigation menu has four items: "Home", "Grant Input", "Grant Reporting" (highlighted in cyan), and "Maint".

The main content area features a "Grant Year" dropdown menu with "2018" selected, which is circled in blue. Below this is a "Report of Grant Info" section with a search input field, "Go", "Actions" dropdown, and a "Create" button.

The page displays "No data found." and a link to "Set Screen Reader Mode On release 1.0".



Grant Input: Creating An Entry

Grant Input form - Internet Explorer

http://ncoratsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:5:4591911877413:NO:::

Grant Input form

File Edit View Favorites Tools Help

NASSAU COUNTY, NY Information Technology Grant Budget Planning

apersich Support Authorization My Applications Logout

Home Grant Input **Grant Reporting** Maint

Grant Year 2018

Report of Grant Info

Q- Go Actions

Create >

Grant Dept	Grant Name	Grant Indexcode	Grant Code	Esign/Manual	Esign Website	Grant St Fed	CFDA #	Gaif Ind	Recur Ind	Grant Start Date	Grant End Date	Grant Entry Date	Notes
BU	BALANCED BUDGET - AWARD	bugrt1000	BUX1A	E	epa shrimp population control	F	-	N	R	01-MAY-18	02-MAY-19	-	-

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





Inputting Grant Information

Form on BUGR_GRANT_PLAN - Internet Explorer
http://ncoratsnr01.nassaucountyny.gov:7001/apex/apexstg/?p=566:10:4591911877413::NO:10:P10_GRANT_ID:22

Form on BUGR_GRANT_PLAN

File Edit View Favorites Tools Help

 **NASSAU COUNTY, NY** Information Technology Grant Budget Planning  Support Authorization My Applications Logout

Home Grant Input **Grant Reporting** Maint

Grant Plan Basic Info

Cancel Delete Apply Changes

Grant Year	<input type="text" value="2018"/>	Grant Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Dept	<input type="text" value="BU - Budget"/>	Grant Name	<input type="text" value="BALANCED BUDGET - AWARD"/>
Grant Code	<input type="text" value="BUX1A"/>	Grant Indexcode	<input type="text" value="bugrt1000"/>
State/Fed	<input type="text" value="FEDERAL"/>	CFDA #	<input type="text"/>
Has GAIF been prepared?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Grantor Agency	<input type="text" value="EPA - US Environmental Protections Agency"/>
Grant Start Date	<input type="text" value="01-MAY-2018"/>	New/Recurring?	<input type="radio"/> New <input checked="" type="radio"/> Recurring
E-sign/Manual	<input checked="" type="radio"/> E-Signed <input type="radio"/> Manual	Grant End Date	<input type="text" value="02-MAY-2019"/>
Grantor Contact Name	<input type="text" value="bubba gump shrimo"/>	Grantor Website	<input type="text" value="epa shrimp population control"/>
Phone	<input type="text" value="999-999-9999"/>	Email	<input type="text" value="forest.gump"/>
	<input type="text"/>		<input checked="" type="radio"/> Primary <input type="radio"/> Backup
	<input type="text"/>		<input type="radio"/> Primary <input type="radio"/> Backup



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

Form on BUGR_GRANT_PLAN - Internet Explorer

http://incoratsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:10:4591911877413::NO:10:P10_GRANT_ID:22

Form on BUGR_GRANT_PLAN

File Edit View Favorites Tools Help

Table: Form grant amt

Delete Submit

Total Expenses
2018 - \$550,000.00 2019 - \$550,000.00 2020 - \$450,000.00

Total Revenues
2018 - \$550,000.00 2019 - \$550,000.00 2020 - \$450,000.00

<input type="checkbox"/>	Grant Year	Object	Subsubject	2018	2019	2020	Notes	Char
<input type="checkbox"/>	2018	AB	AB10F	65,000	70,000	100,000		E10
<input type="checkbox"/>	2018	AA	AA97Z	310,000	330,000	100,000		E10
<input type="checkbox"/>	2018	DE	DE547	40,000	20,000	100,000		E20
<input type="checkbox"/>	2018	DF	DF557	100,000	100,000	50,000		E20
<input type="checkbox"/>	2018	DD	DD498	35,000	30,000	100,000		E20
<input type="checkbox"/>	2018	FA	R0901	550,000	550,000	450,000		R30

1 - 6

Add Row

Set Screen Reader Mode On
release 1.0



Monthly Allocation Plan

- 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:

- **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

NASSAU COUNTY, NY Budget Department B - Prep Application

Home Budget Input Budget Reports **Monthly Allocation** SGI

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

Choose Criteria

Year 2017

Q- Go Actions

Plan Year	Dept	CC	Fund	Object	SubObject	E/R	Original Budget	Plan Jan	Plan Feb	Plan Mar	Plan Apr	Plan May	Plan Jun	Plan Jul	Plan Aug	Plan Sep	Plan Oct	Plan Nov	Plan Dec
2017	AT	10	GEN	AA	AAFT - FT SALARIES AND WAGES	E	7,676,338	708585	590488	590488	590488	590488	885731	590488	590488	590488	590488	590488	590488
2017	AT	10	GEN	DE	DE500 - MISCELLANEOUS CONTRACTUAL SERV	E	1,304,910	0	0	0	25000	0	25000	0	0	0	50000	0	0
2017	AT	10	GEN	BF	R0705 - RECVRY DAMGE CO PROP	R	200,000	20000	30000	15000	15000	10000	7000	15000	10000	5000	25000	5000	43000
2017	AT	10	GEN	AA	AATAK - TERMINAL LEAVE	E	132,562	132562	0	0	0	0	0	0	0	0	0	0	0
2017	AT	10	GEN	AA	AAYY9 - HEALTH INSURANCE BUYBACK	E	24,600	0	12300	0	0	0	0	0	0	0	0	0	12300
2017	AT	10	GEN	AA	AAZML - AUTO MILEAGE	E	4,900	0	300	1000	500	400	300	500	600	100	200	400	600



Monthly Allocation Screens

- Allocation Explanation SubTab

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input Budget Reports **Monthly Allocation** SGI

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

Choose Criteria - departments should be entering explanation for the month of April

Year 2017 Month APRIL Fund GEN Dept & CC AT 10 Object AA EXP Go

Object	APR Plan	APR Curoblig	Variance	Monthly % Variance	YTD Plan	YTD Cur Oblig	Variance YTD	YTD % Variance	Explanation
AA	618,470	0	618,470	100.00	2,785,906	1,431,123	1,354,783	48.63	-

Download

Monthly Allocation Explain Variance Form

Sub Object	Original Budget	Month chosen	APR PLAN	MAY PLAN	JUN PLAN	Qtr Total	APR CUR	MAY CUR	JUN CUR	Variance To APR	YTD Plan	YTD Cur Oblig	Variance YTD	Explain Apr YTD
AAFT FT SALARIES AND WAGES	7,676,338	APR	590,488	590,488	885,731	2,066,707	.00	.00	.00	590,488.00	2,480,049	1,237,913.98	1,242,135.02	
AAPT PT SALARIES AND WAGES	296,826	APR	24,332	23,439	23,340	71,111	.00	.00	.00	24,332.00	81,791	17,064.65	64,726.35	



Contact List

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Christopher Nolan	Deputy Director	571-4269
Andrew Persich	Deputy Director, Grants Management	571-0413
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Matthew Ronan	Senior Budget Analyst	571-7735
Joseph Schiliro	Senior Budget Analyst	571-4373
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