

# 2019 Budget Preparation Webinar



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# 2019 Budget Development Calendar

Date	Activities
6/11	Departmental Narratives Due Back to OMB
6/28, 6/29	Budget Seminars and Distribution of Budget Preparation Materials
7/2	Apex open
8/2	Budget Submissions Due Back to OMB
8/2	OMB and County Executive Review of Budget Submissions
9/17	Proposed Fiscal 2019 Budget and 2019-2022 Multi-Year Plan Released
TBD	Legislative Budget Hearings
10/30	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



# Departmental Targets

- OMB requires that departments adhere to budget targets
- Expenditures should **not** be increased unless there is a corresponding revenue positive initiative or other expenditure reduction proposed
- Proposed reductions should focus on programs that the County is **not mandated** to provide by State and Federal legislation
  - Reductions to mandated programs resulting from initiatives to provide the service more cost effectively **are** encouraged

OMB staff expects departments to reach out for assistance on all questions



# Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 6/07/2018 Payroll.
- 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 2018 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](#))



# Information Technology

Reminder, the IT Department has centralized the management of all contracts related to maintenance and software.

- IT staff is working with individual departments to verify Maintenance and Software Contracts
  - Departments should coordinate with IT prior to Aug. 2<sup>nd</sup>
- New needs must be submitted to and approved by IT
  - This includes both equipment and software



# Performance Management

For your Fiscal 2019 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 from another department 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 funds that reimburse the operating budget, use revenue code BW for inter-fund revenue and expense code HH for inter-fund charges



# Interdepartmental Service Agreements

- Seller departments must complete the ISA form and summary sheet available in the 2019 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 2019 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 along with summary sheet available in the 2019 Budget Preparation Manual
- When calculating indirect cost and fringe please use updated rates found in the 2019 Budget Preparation Manual and the most current 2018 indirect cost rate sheet located on the OMB website.
- Send your completed ISA forms and address your questions to Anthony Romano, Senior Budget Analyst



# How Do I Enter Budget Data?

- Go to the Budget Input Tab
- You have two options to enter data :
  - Option 1 : index code level by object
  - Option 2 : control center level by object
- Both options summarize the total head count entered for Full-time, Part-time and Seasonal within the Index code that you are working on
- You can switch between the two options to input the data
- Enter **Total Departmental Requests NOT** adjustments to the targets
- Departments should explain budgetary needs by using **Edit & Notes** in APEX
- If additional codes need to be added contact Irfan Qureshi, Performance Management Coordinator



# How Do I Enter Data?

## Option 1

http://ncoraplsm01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:500:1373046533775:::500:P500\_input\_options:&P705\_input\_options.

BU\_BP\_P DR B Prep

File Edit View Favorites Tools Help

NASSAU COUNTY, NY Budget Department B - Prep Application

iqureshi Change Password Support Logout

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

Department Request **Budget Examiner** Program to Eliminate Gap Executive Legislature Program Eliminate Gap 2

Other Input Methods  Index Code & Object  Dept Code & Object

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

Index Code:  Object:  Display Lines:  Dept:

Total Rev:  FT HC:

Total Exp:  PT HC:

Total HC:  SE HC:

Go

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

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



# How Do I Enter Data?

## Option 2

http://ncoraplsm01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:705:1373046533775::705:P705\_input\_options.&P705\_input\_options

DR B Prep by Dept CC Object

NASSAU COUNTY, NY Budget Department B - Prep Application

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

Department Request Budget Examiner Program to Eliminate Gap Budget Director County Executive Program to Eliminate Gap 2

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

Dept BU Ctrl Ctr Select CC Object All Objects Index All Index Codes Display Lines 7 Go

Total Rev 0 FT HC 0

Total Exp 0 PT HC 0

Total HC 0 SE HC 0

Set Screen Reader Mode On release 1.0



# 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?

- To continue finding ways of reducing costs, a report with the 2018 County-wide budgeted contracts is available to all agencies
- This report gives the opportunity to cross reference services with other agencies and perhaps negotiate better rates or consolidate similar services
- The following slide shows how to view the report

The screenshot displays the web interface for the Nassau County, NY Budget Department B - Prep Application. The header includes the county logo and navigation links such as Home, Targets, Target Reports, Budget Input, Budget Reports, Monthly Allocation, SGI, Projections, and NIFS Data. A dropdown menu for 'Detail Reports' is open, listing various report categories. A yellow arrow points to the 'Vendor History Report' option at the bottom of the list.

# How Do I Enter Contract Detail?

- Departments can sort by vendor and see if multiple agencies use the same vendor
- The following report shows an example of one vendor with more than one department

The screenshot displays the Nassau County, NY Budget Department B - Prep Application interface. The header includes the Nassau County logo and navigation links for Home, Targets, Target Reports, Budget Input, Budget Reports, Monthly Allocation, SGI, Projections, Archives, and Maint. Below the header, there are tabs for Index/SubObject Reports, Detail Reports, Object by Exp/Rev, and LG 3 Yr Projections. The main content area shows a report for Budget Year 2018, titled "All Vendors History Report". The report includes a search bar, a "Go" button, and a "Rows" dropdown set to 1000. The report data is as follows:

Vendor	Fund	Dept.	Cc	Index Code	Index Title	Budget Subsubject	Sub-Object Title	Notes	NFA Conform Amt
AMERICAN WEAR	GEN	PK	20	PKGEN2100	ADMINISTRATION	DE500	MISCELLANEOUS CONTRACTUAL SERV	uniform rental & laundering	28,000
AMERICAN WEAR	GEN	PKV	02	PKVGEN0240	BRIDGE MAINTENANCE	DE533	LAUNDRY SERVICES	Uniform Supplier	50,000
AMERICAN WEAR	GEN	PKV	09	PKVGEN0940	SUPPORT SERVICES	DE500	MISCELLANEOUS CONTRACTUAL SERV	UNIFORM RENTALS	15,000

1 - 3

Set, Save, Refresh, Print, Mail, Or  
version 1.0

# 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.	Man-dated	Re-im-bursable	Rate	Dept. Request HC	Dept. Request Amt.	See Detail	Department Request Notes
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	testin Main screen

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.	Man-dated	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	



# Submitting the Budget

- Upon completion of your input, click “submit” and your submission is now saved
- Once it is submitted, additional changes can be made prior to August 2nd

Form on BUGR\_GRANT\_PLAN - Internet Explorer

http://ncoratsnr01.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

Tabular 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	Subobject	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



# Creating Budget 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
- For detailed help with creating reports please contact Irfan Qureshi, Martha Worsham or your Budget Analyst
- 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

## 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

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	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	0	20,000	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BJ	R7800	R	INTERDEPARTMENTAL REVENUES	590,658	0	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BW	R1115	R	INTERFUND REVENUES OTHER	83,802.00	0.00	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BH	R9847	R	RESTITUTION SURCHARGE	0.00	0.00	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BD	R0625	R	COMM. PENALTIES/SINES	0.00	0.00	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BH	R0808	R	FEES	58,315.00	51,749.89	N	N	



# Creating Reports

## 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 ▾**

Budget Year: 2017 ▾

All Vendors History Report

GO ROW TUUV Actions ▾

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



# 2019 Grants Plan

- OMB will publish a 2019 Grant Plan during 4<sup>th</sup> Quarter 2018
- The Grant Application is located in APEX in a different module than the Budget Prep Application:  
<http://ncoratsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566>
- 2019 Grant Plan submission is due by **August 2, 2018**
- If you have not already done so, all approved, pending and potential grant awards anticipated during 2018 and projected for 2019 through 2021 must be entered into the Grant Budget Planning system in APEX
- If you need assistance with this application contact Susan Jurman



# 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.nassauco... APEX Contract Routing Actuate BIRT Performa... Nassau County Civil Se... Nassau County - Web... 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

Grant Input form - Internet Explorer

http://ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=566:5:8817497532812::NO

Nassau County - Webconnect Grant Input form

File Edit View Favorites Tools Help

NASSAU COUNTY, NY Information Technology Grant Budget Planning

Home Grant Input **Grant Reporting** Maint

Grant Year 2018

Report of Grant Info

Q- Go Actions

Create >

No data found.

[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/f?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 checked="" type="radio"/> Primary <input type="radio"/> Backup
	<input type="text"/>		<input type="text"/> <input type="radio"/> Primary <input type="radio"/> Backup



# Contact List

## OMB Staff

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