2020 Budget Preparation Webinar

Table of Contents

Slide Topic	Slide Number
2020 Budget Development Calendar	3
OMB Contact list	4
Departmental Targets	5
Information Technology	7
Performance Management	8
Interdepartmental Service Agreements	9
Entering Budget Data	11
Submitting the Budget	18
Creating Budget Reports	19
Grants Plan	23
Monthly Allocation Plan	28

2020 Budget Development Calendar

Date	Activities
6/10	Departmental Narratives Due Back to OMB
6/19	Budget Seminars and Distribution of Budget Preparation Materials
6/20	Apex/ BPREP opens
7/22	Budget Submissions Due Back to OMB
7/22	OMB and County Executive Review of Budget Submissions
8/5	Grants Budget Submissions Due Back to OMB
9/16	Proposed Fiscal 2020 Budget and 2020-2023 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

Contact List

OMB Staff

Andrew Persich	Budget Director	571-0413	apersich@nassaucountyny.gov
Ana Sousa	Dir. of Audits & Grants	571-0113	asousa@nassaucountyny.gov
Christopher Nolan	Sr. Deputy Director	571-4269	cnolan@nassaucountyny.gov
Irfan Qureshi	Sr. Deputy Director	571-0462	iqureshi@nassaucounyny.gov
Philip Wasserman	Deputy Director	571-0528	pwasserman@nassaucountyny.gov
Irina Sedighi	Deputy Director	571-1459	isedighi@nassaucountyny.gov
Donna Chisena	Administrative Asst.	571-3122	DChisena@nassaucountyny.gov
Steve Conkling	Debt Manager	571-3023	sconkling@nassaucountyny.gov
Shirley Dews	Budget Examiner	571-5788	sdews@nassaucountyny.gov
Joanne Feld	Budget Examiner	571-0529	JFeld@nassaucountyny.gov
Joseph Gattuso	Budget Examiner	571-4357	JGattuso@nassaucountyny.gov
John Giordano	Sr. Budget Examiner	571-4385	JGiordano@nassaucountyny.gov
Nadiya Gumieniak	Budget Examiner	571-6335	ngumieniak@nassaucountyny.gov
Sanju Jacob	Budget Examiner	571-7722	sjacob@nassaucountyny.gov
Steve Munzing	Program Coordinator	571-0799	smunzing@nassaucountyny.gov
Jeff Nogid	Mgr. of Fiscal Projects	571-4373	jnogid@nassaucountyny.gov
Lori Schriefer	Sr. Budget Examiner	571-7713	LSchriefer@nassaucountyny.gov
Elizabeth Valerio	Budget Examiner	571-5735	evalerio@nassaucountyny.gov
Technical Support	Help Desk	1-HELP	(1-4357)

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 encourages departments to reach out for assistance on all questions

Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 5/23/2019 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 2019 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 July 22nd
- New needs must be submitted to and approved by IT
  - This includes both equipment and software

Performance Management

For your Fiscal 2020 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

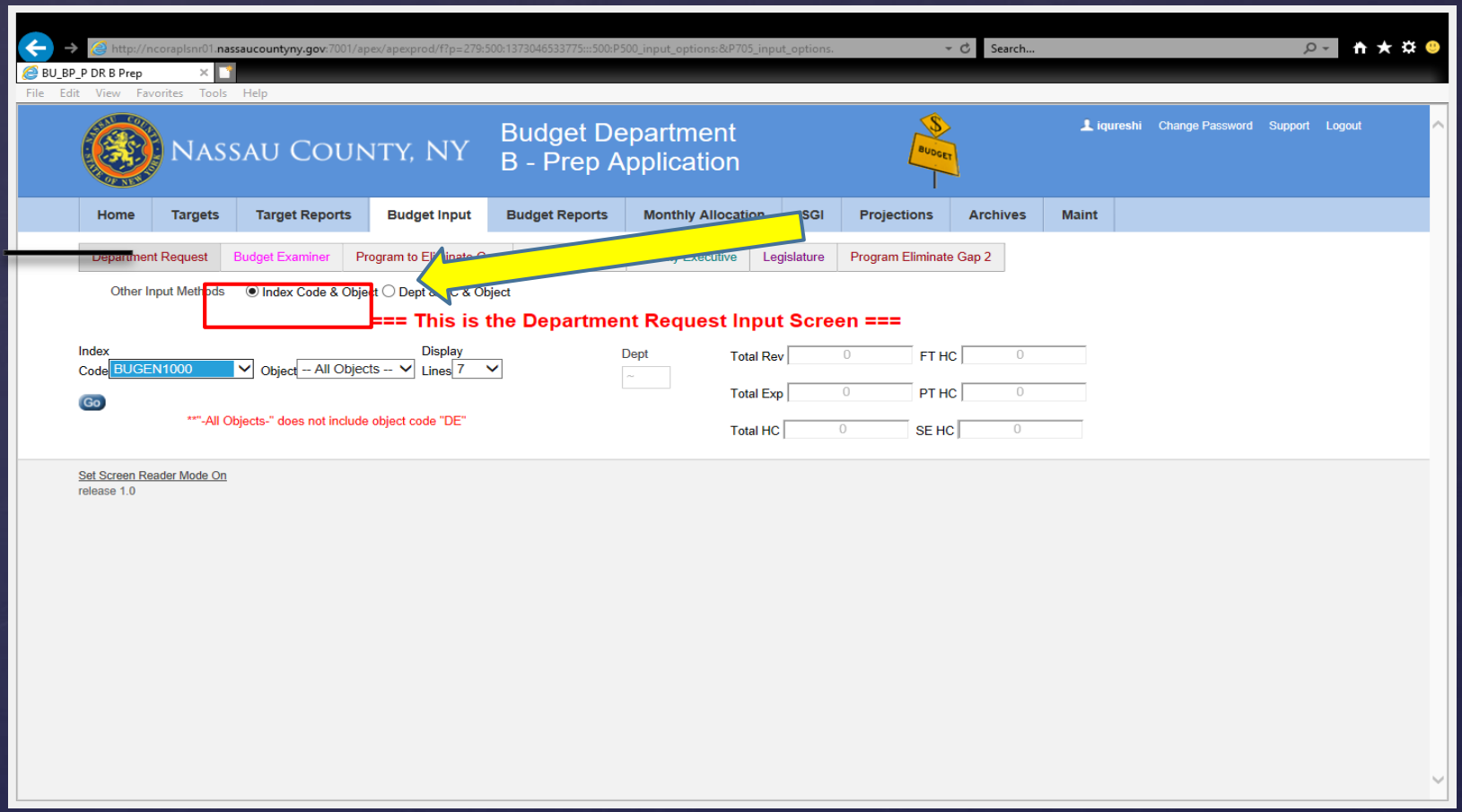
- Seller departments must complete the ISA form and summary sheet available in the 2020 Budget Preparation Manual located on the County website: (https://www.nassaucountyny.gov/4338/Manuals-and-Seminars)
- Buyer departments must contact the seller department or OMB to ensure an ISA agreement is included in the 2020 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 2020 Budget Preparation Manual
- When calculating indirect cost and fringe please use updated rates found in the 2020 Budget Preparation Manual and the most current 2019 indirect cost rate sheet located on the OMB website.
- Send your completed ISA forms and address your questions to Irina Sedighi

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 Jeff Nogid

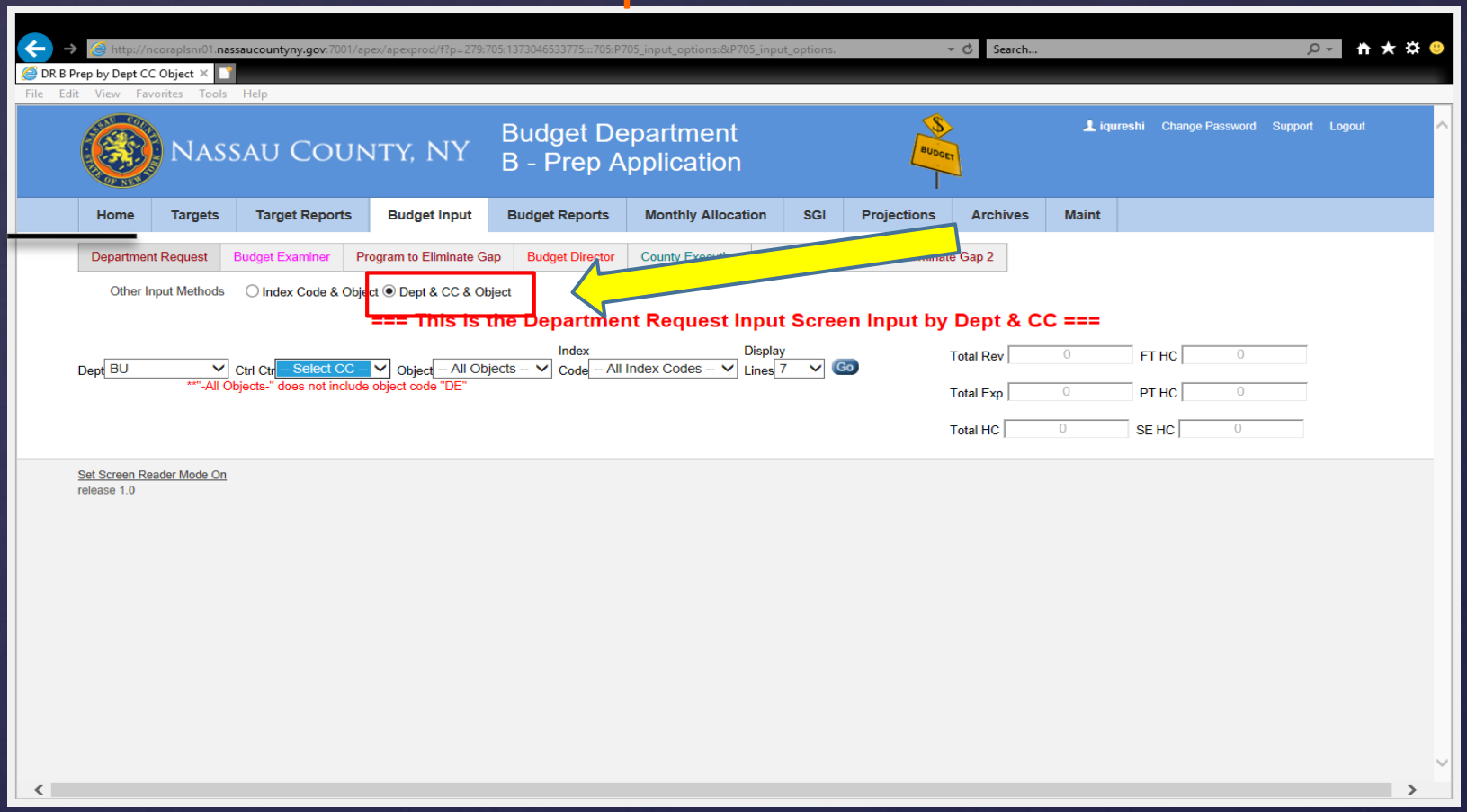
How Do I Enter Data?

Option 1



How Do I Enter Data?

Option 2



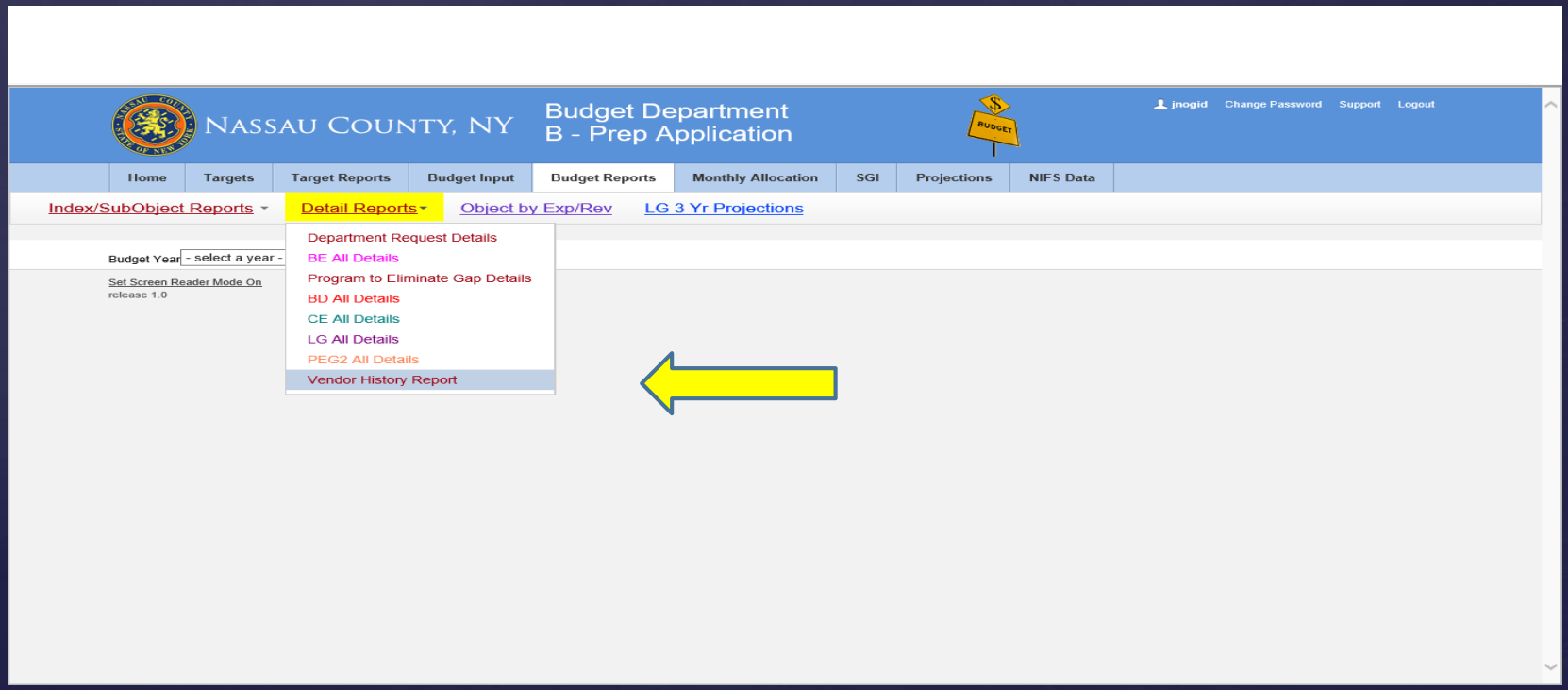
How Do I Enter Contract Detail?

- 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)
- 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

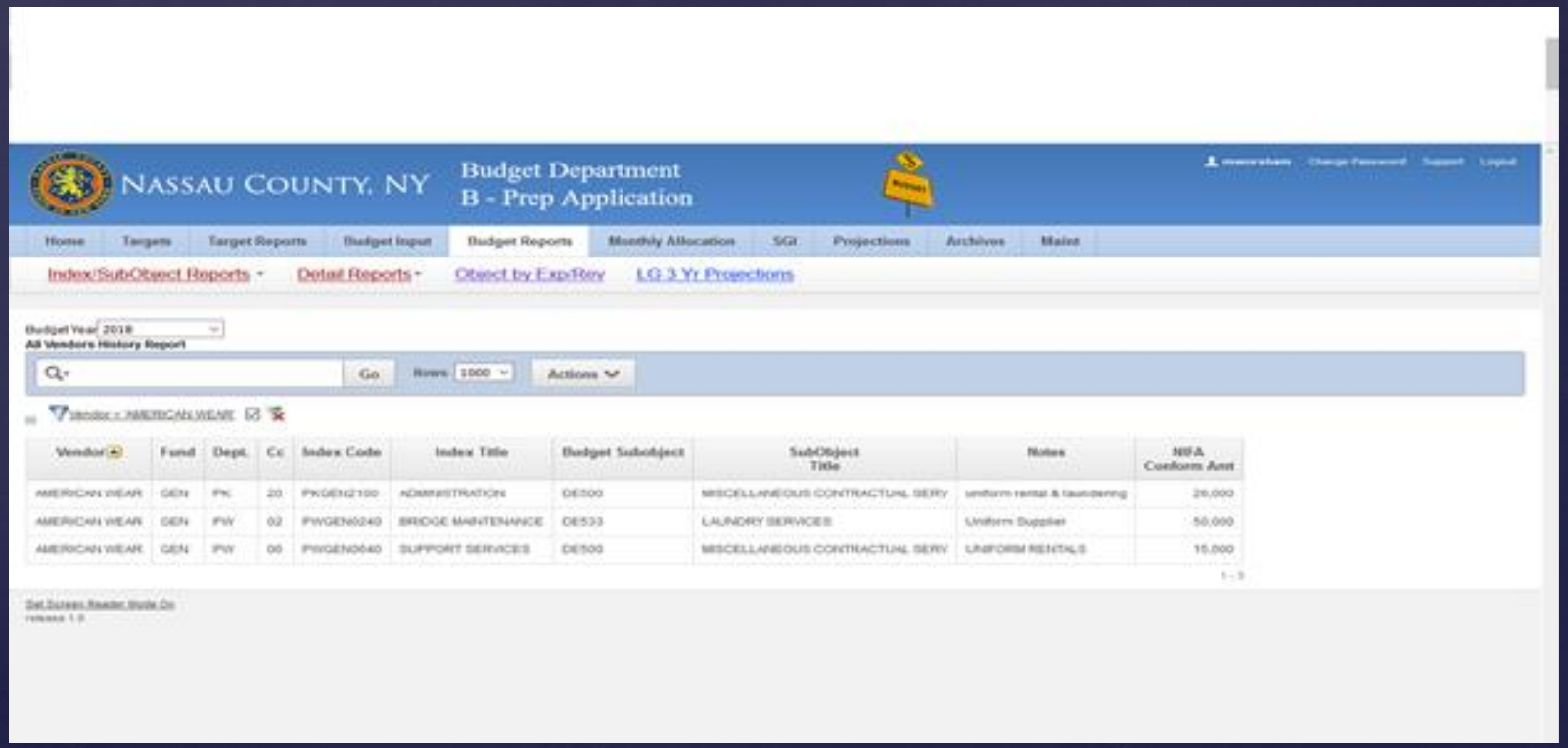
How Do I Enter Contract Detail?

- To continue finding ways of reducing costs, a report with the 2019 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

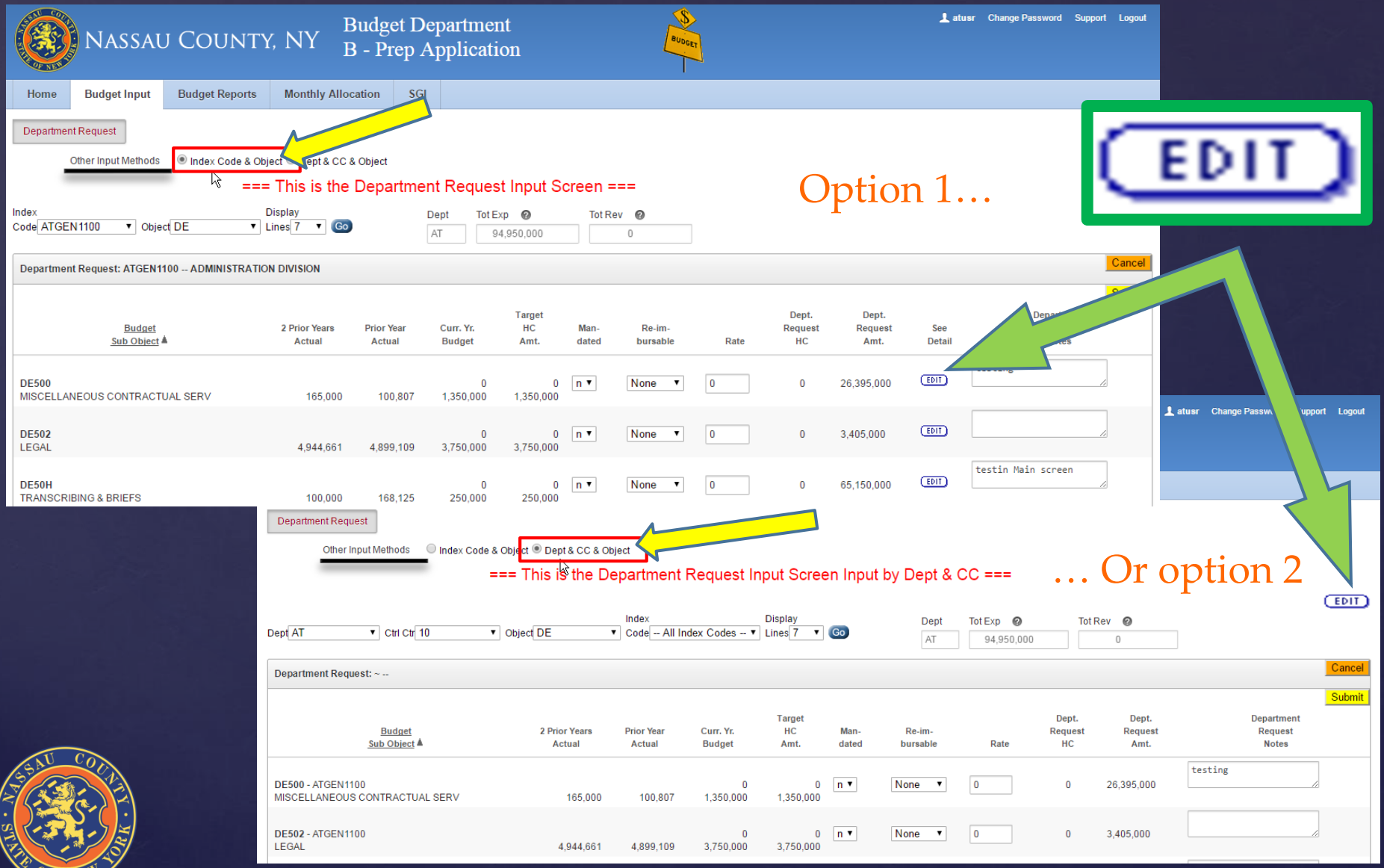


How Do I Enter Contract Detail?

- 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

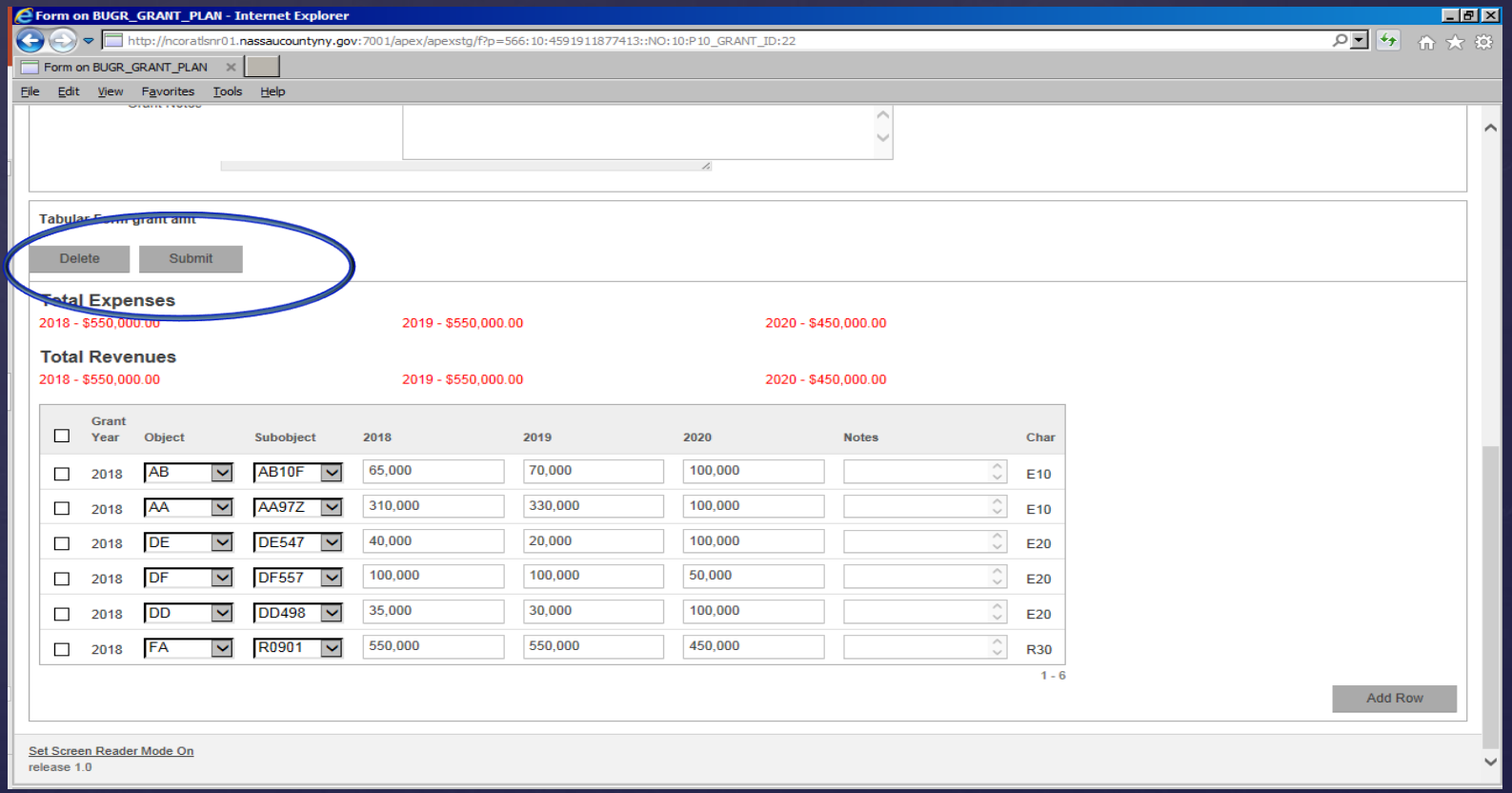


How Do I Enter Contract Detail?



Submitting the Budget

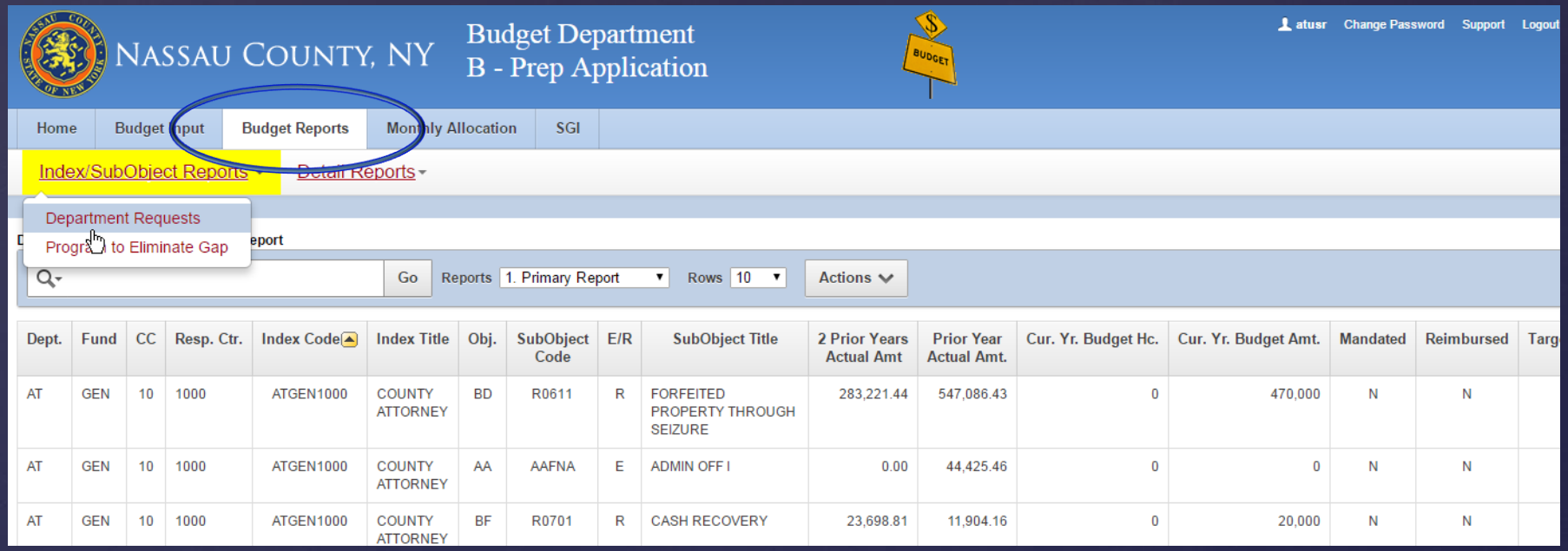
- Upon completion of your input, click “submit” and your submission is now saved
- Once it is submitted, additional changes can be made prior to July 22nd



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, or your Budget Analyst
- These same steps can be followed for the new County-Wide Vendor reports

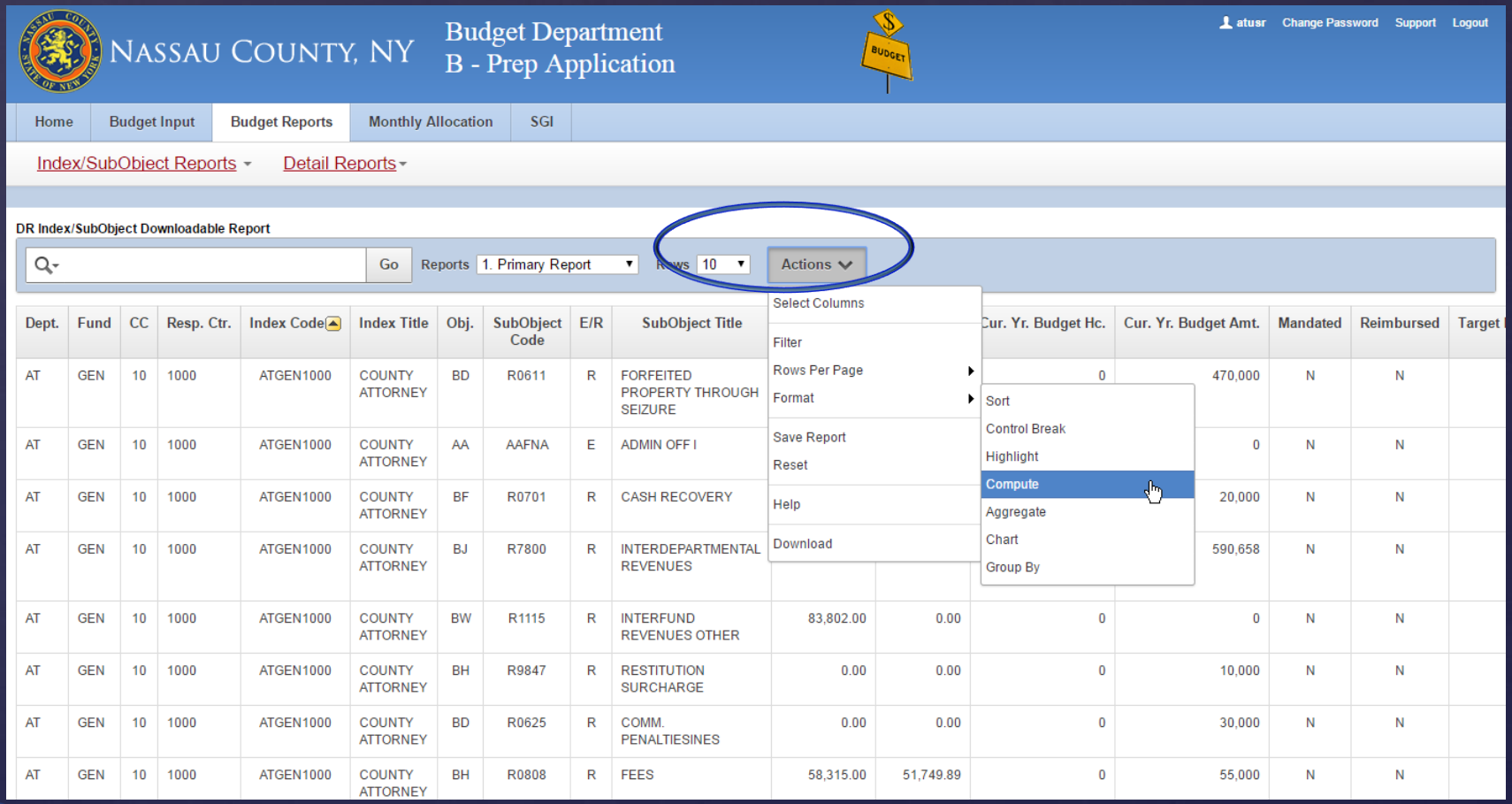
Creating Reports



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

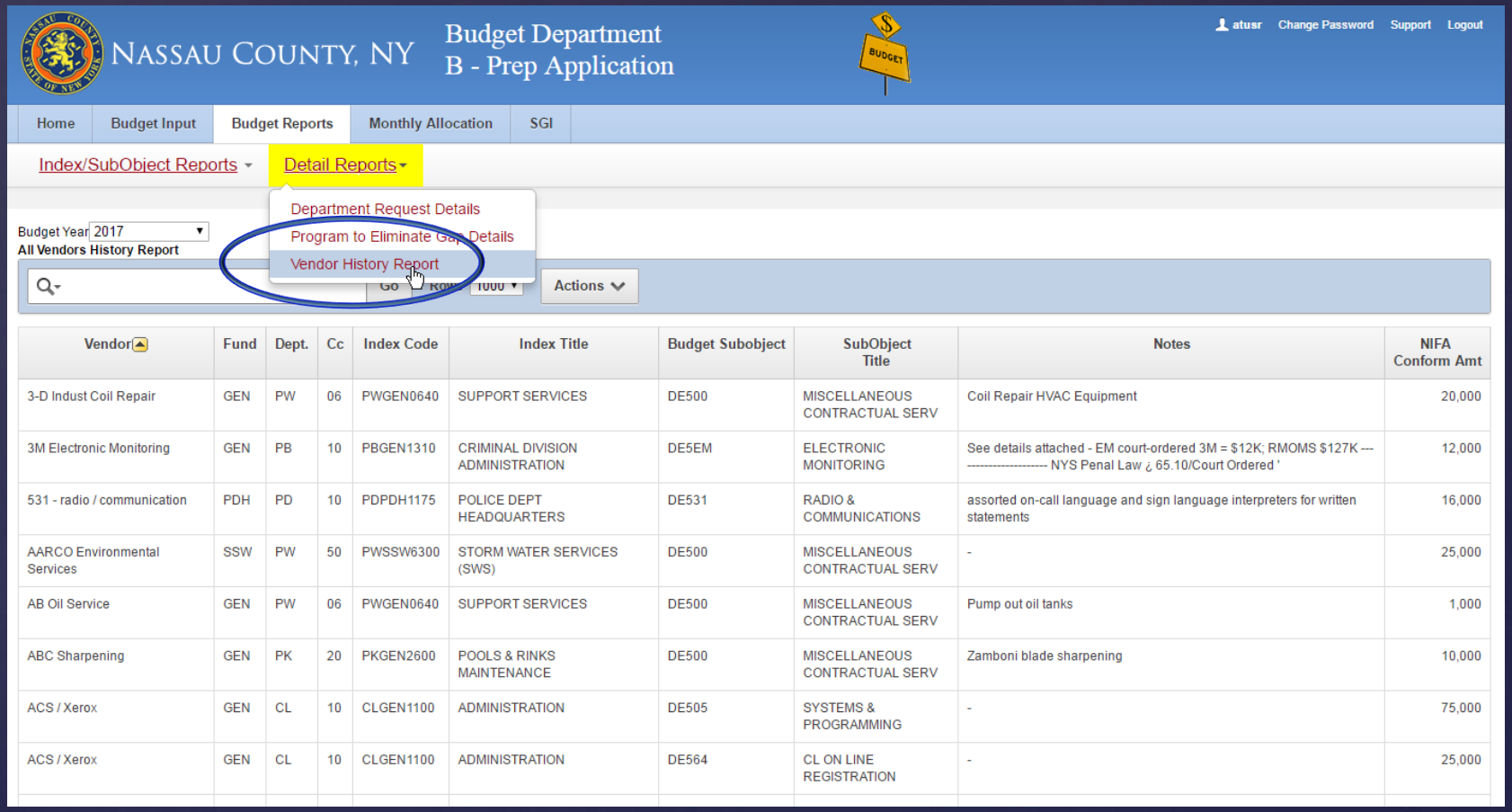
General Reports



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	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BF	R0701	R	CASH RECOVERY				20,000	N	N	
AT	GEN	10	1000	ATGEN1000	COUNTY ATTORNEY	BJ	R7800	R	INTERDEPARTMENTAL REVENUES				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. PENALTIESINES	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

Budgeted vendors reports

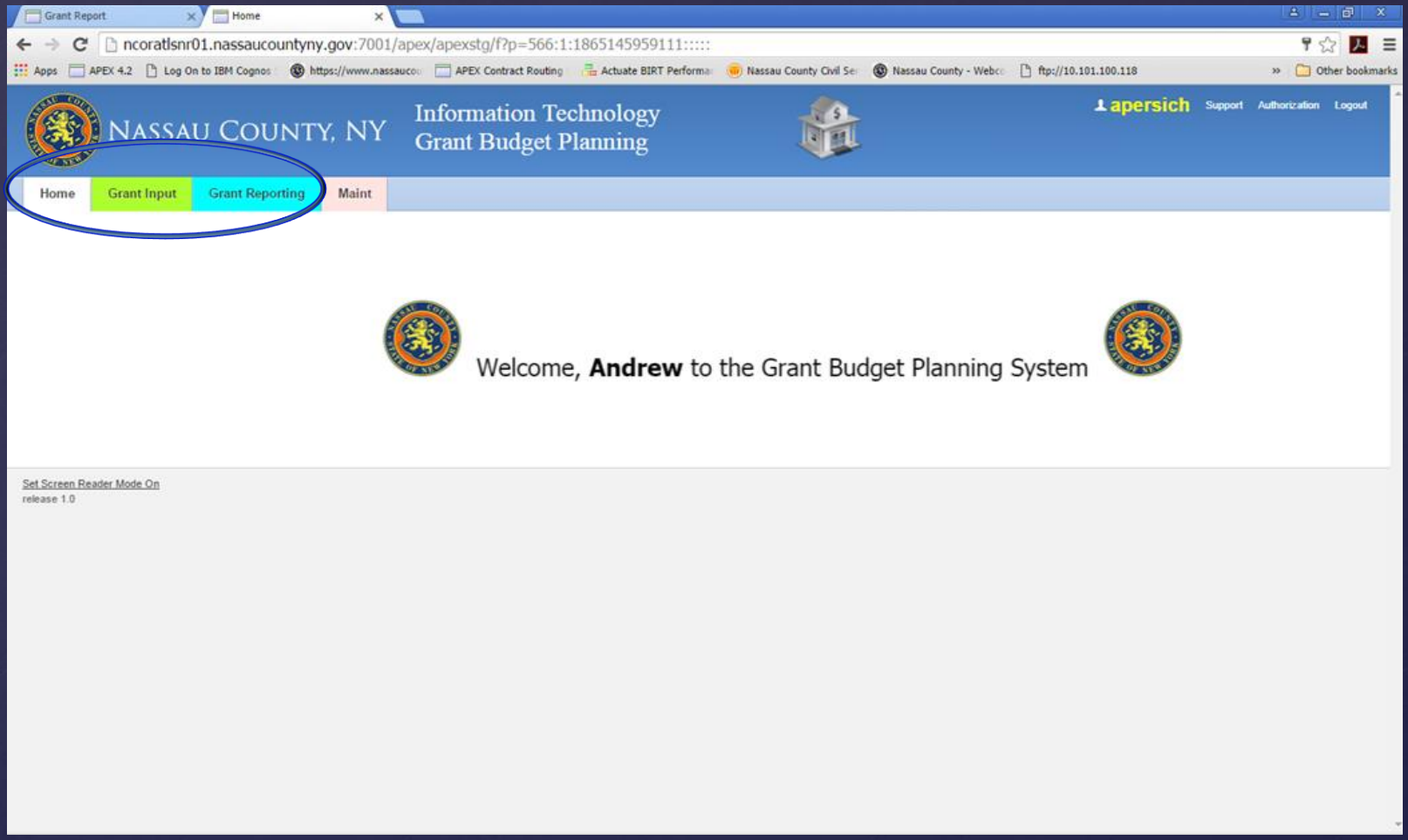


Vendor	Fund	Dept.	Cc	Index Code	Index Title	Budget Subobject	SubObject Title	Notes	NIFA Conform Amt
3-D Indust Coil Repair	GEN	PW	06	PWGEN0640	SUPPORT SERVICES	DE500	MISCELLANEOUS CONTRACTUAL SERV	Coil Repair HVAC Equipment	20,000
3M Electronic Monitoring	GEN	PB	10	PBGEN1310	CRIMINAL DIVISION ADMINISTRATION	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

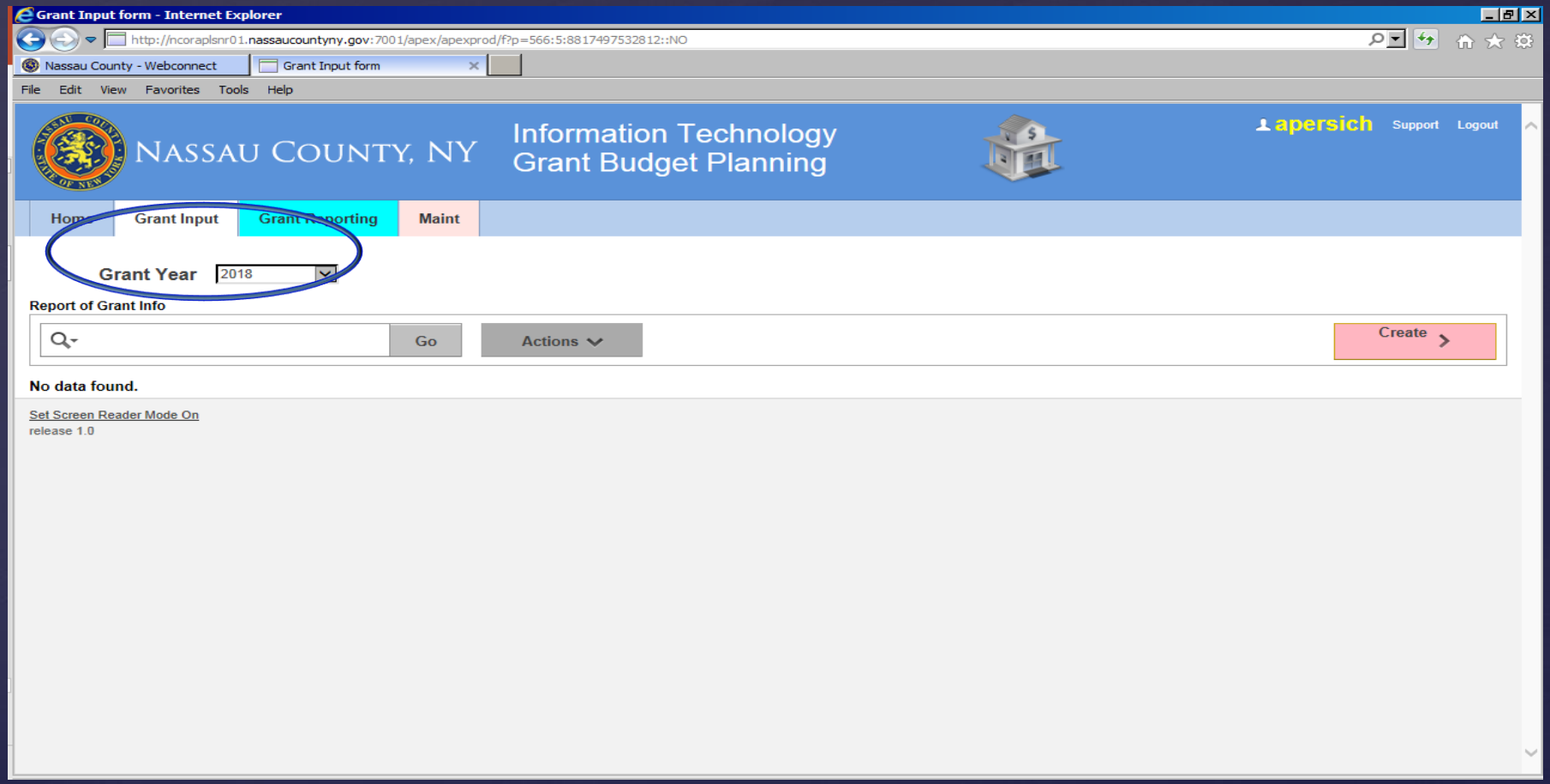
2020 Grants Plan

- OMB will publish a 2020 Grant Plan during 4th Quarter 2019
- The Grant Application is located in APEX in a different module than the Budget Prep Application: http://ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=566
- 2020 Grant Plan submission is due by August 5**, 2019**
- If you have not already done so, all approved, pending and potential grant awards anticipated during 2019 and projected for 2020 through 2022 must be entered into the Grant Budget Planning system in APEX
- If you need assistance with this application contact Ana Sousa, Director of Audits and Grants

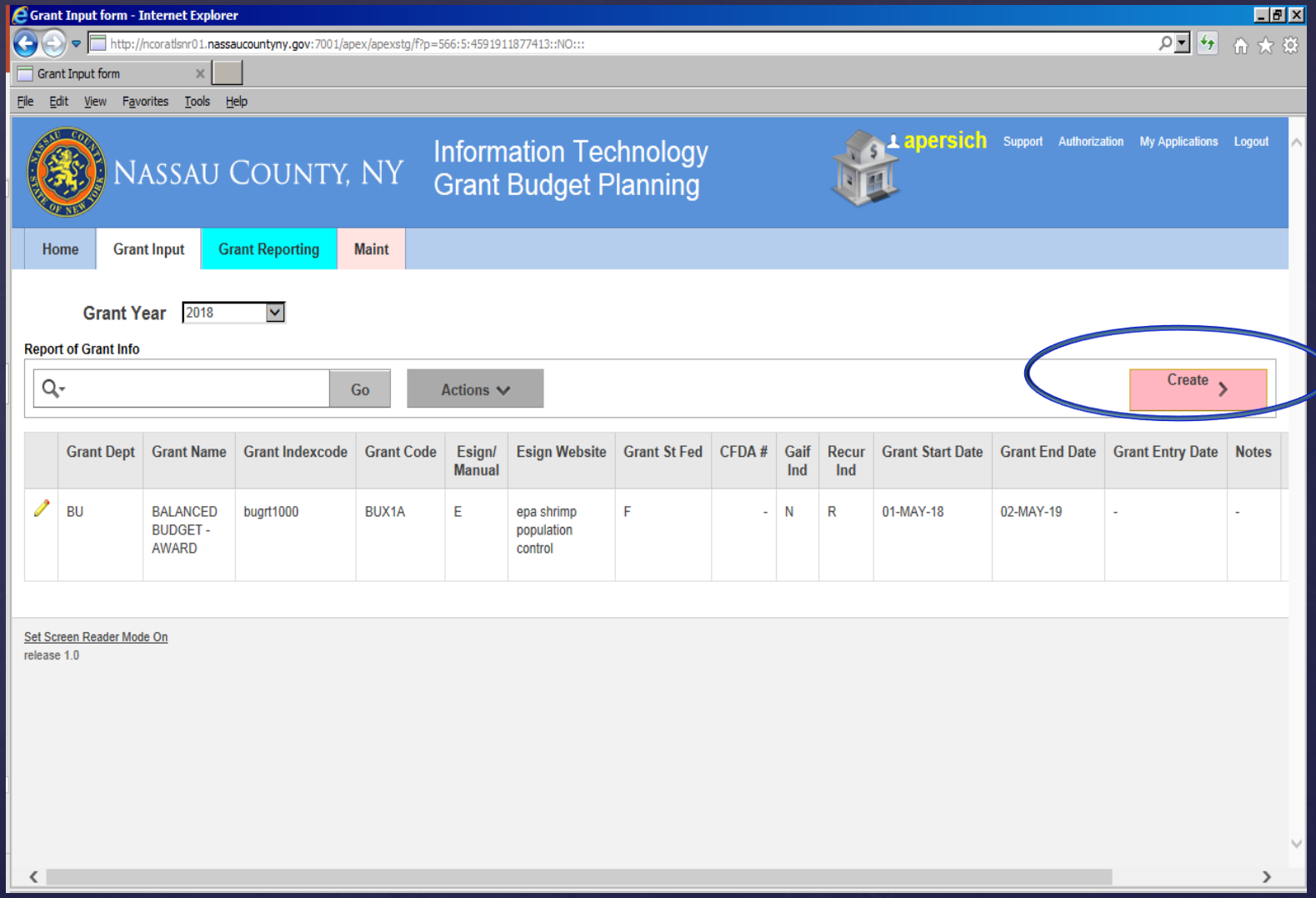
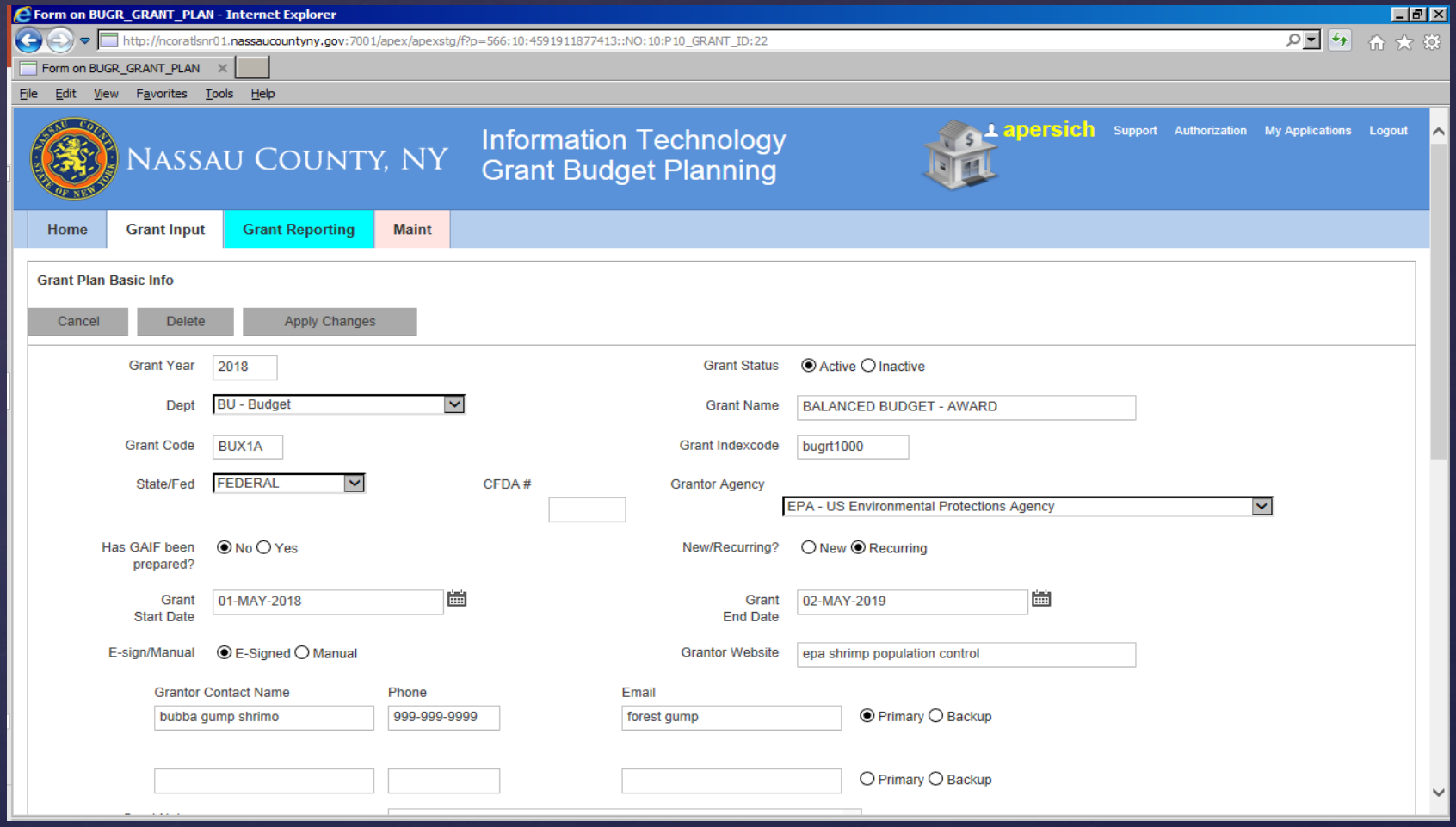
How To Access Grant Input



Grant Input: Selecting The Year



Grant Input: Creating An Entry



Inputting Grant Information