2021 Budget Preparation Webinar

Table of Contents

2021 Budget Development Calendar

Date	Activities
06/04	Departmental Narratives Due Back to OMB
07/07	Budget Seminar
07/07	Apex/ BPREP opens
07/30	Budget Submissions Due Back to OMB
07/30	OMB and County Executive Review of Budget Submissions
08/14	Grants Budget Submissions Due Back to OMB
09/15	Proposed Fiscal 2021 Budget and 2021-2024 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

Name	Title	Phone	Email
Andrew Persich	Budget Director	571-0413	apersich@nassaucountyny.gov
Ana Sousa	Dir. of Audits & Grants	571-0113	asousa@nassaucountyny.gov
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Irfan Qureshi	Sr. Deputy Director	571-0462	iqureshi@nassaucounyny.gov
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Irina Sedighi	Deputy Director	571-1459	isedighi@nassaucountyny.gov
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Shirley Dews	Budget Examiner	571-5788	sdews@nassaucountyny.gov
Daniela Capozzo	Budget Examiner	571-0556	DCapozzo@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
Elizabeth Valerio	Budget Examiner	571-5735	evalerio@nassaucountyny.gov
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Technical Support	Help Desk	571-HELP	HelpDesk@nassaucountyny.gov
Apex Tech Support	Stacie Schuman	571-0675	sschuman@nassaucountyny.gov
Apex Tech Support	Christine Levitsky	571-6038	clevitsky@nassaucountyny.gov

Departmental Targets

o OMB requires that departments adhere to budget targets

o Expenditures should not be increased unless there is a corresponding revenue positive initiative or other expenditure reduction proposed

o 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 04/23/2020 Payroll.

- Part-Time & Seasonal Targets include HC and amounts based on prior year trending.
  - Salary Extras, except for Longevity and Terminal Leave, are preloaded based on prior year results;
  - Termination Pay is based on employees terminated as of 05/21/2020 payroll. Adjustments for employees left after that date will need to be entered in your submission.
  - Longevity is based on onboard employees as of 04/23/2020 payroll.
  - Fringes are budgeted centrally by OMB.

- OTPS & Revenue Targets are based on prior year results and 2020 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 24nd
- New needs must be submitted to and approved by IT
  - ➤ This includes both equipment and software

Performance Management

For your Fiscal 2021 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 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)

o 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 2021 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 2021 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 2021 Budget Preparation Manual

- When calculating indirect cost and fringe please use updated rates found in the 2021 Budget Preparation Manual and the most current 2020 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?

o Select DE in the Object drop down menu

  ➢ You will not be allowed to enter a gross number at the sub-object level

o Click the edit button to access the detail screen

o Prior Year submissions are listed by vendor – NO PRIOR YEAR AMOUNTS ARE INCLUDED

o 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

o Enter reimbursement rate if applicable

o 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

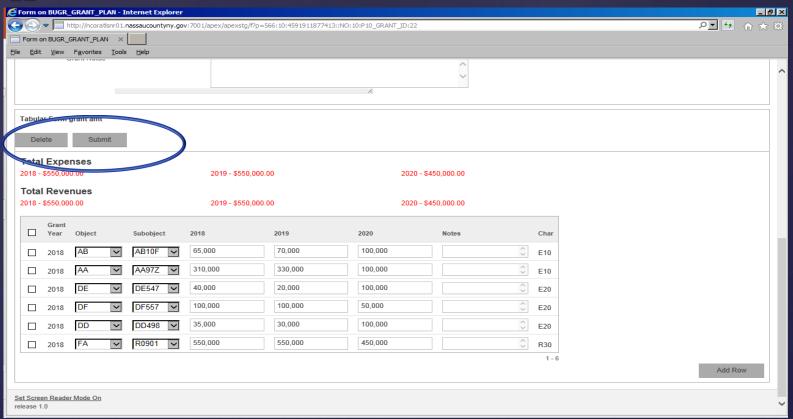- The following slide shows how to view the report

How Do I Enter Contract Detail?

o Departments can sort by vendor and see if multiple agencies use the same vendor

o 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

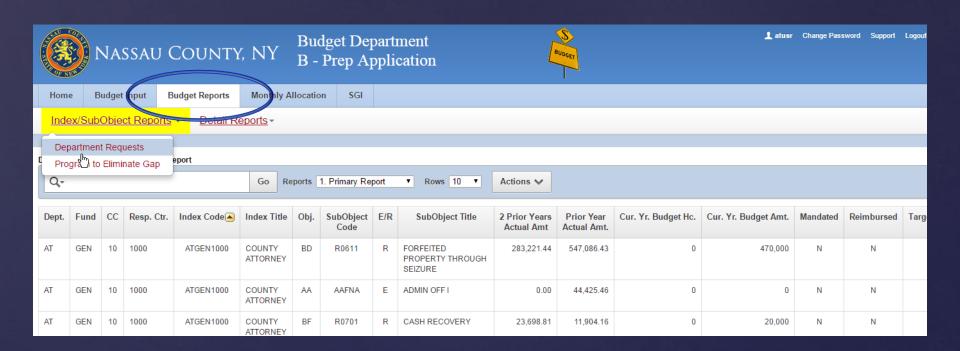○ Once it is submitted, additional changes can be made prior to July 22nd

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
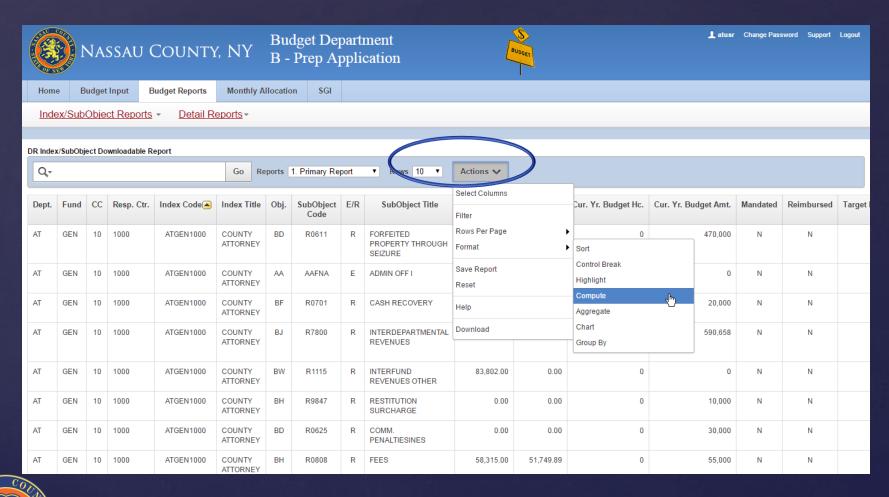- These same steps can be followed for the new County-Wide Vendor reports
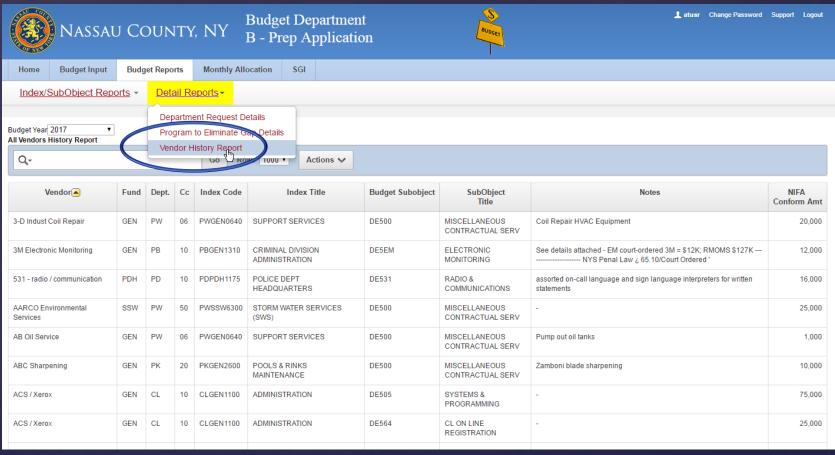
Creating Reports

Creating Reports

General Reports

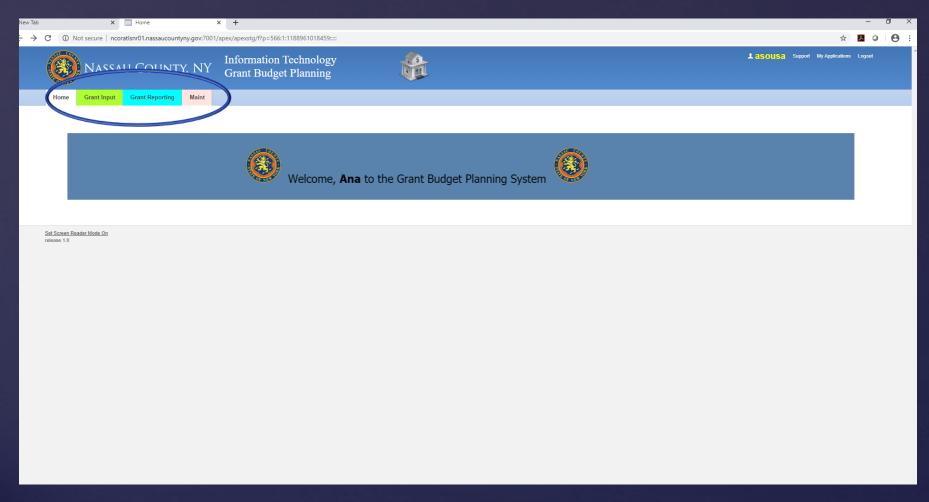# Creating Reports

Budgeted vendors reports

2021 Grants Plan

o   OMB will publish a 2021 Grant Plan during 4th Quarter 2020

o   The Grant Application is located in APEX in a different module than the Budget Prep Application:

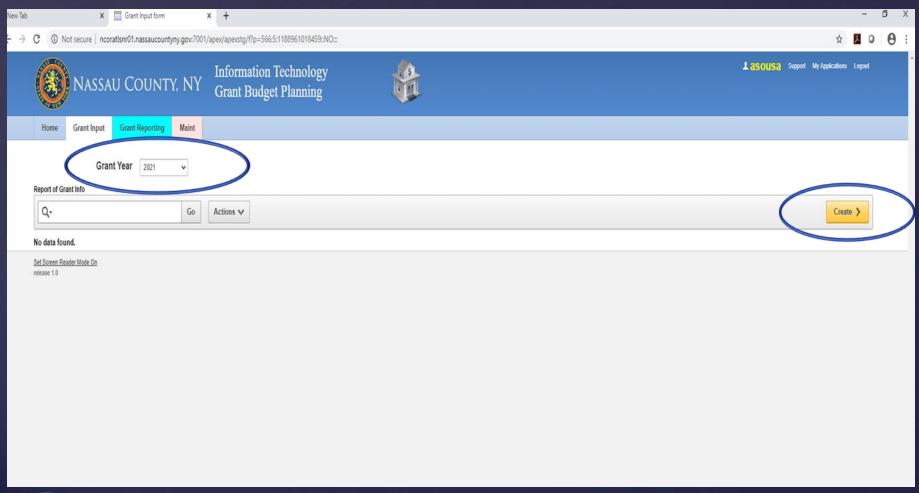**http://ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=566**

o   APEX has been updated to include additional fields for populating

o   2020 Grant Plan submission is due by August 14, 2020

o   If you have not already done so, all approved, pending and potential grant awards anticipated during 2020 and projected for 2021 through 2023 must be entered into the Grant Budget Planning system in APEX

o   If you need assistance with this application contact either Joe Gattuso or Daniela Capozzo
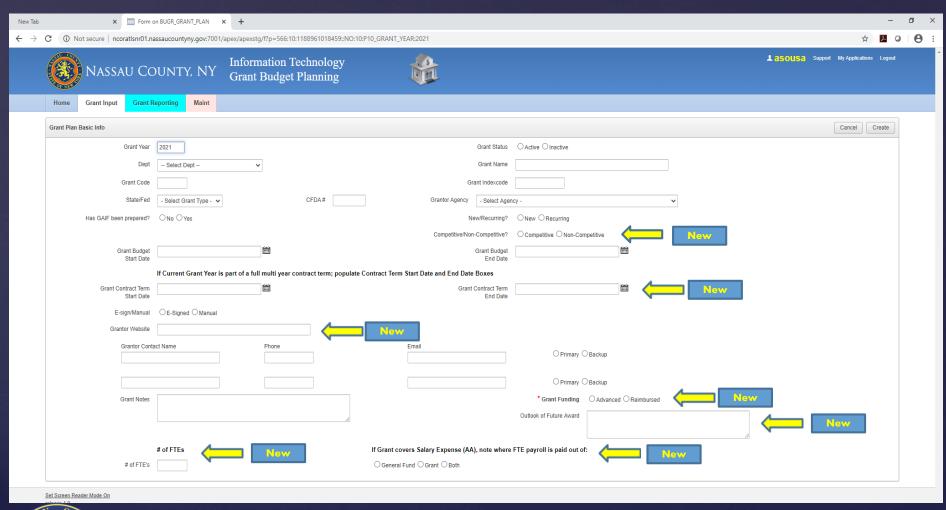
How To Access Grant Input
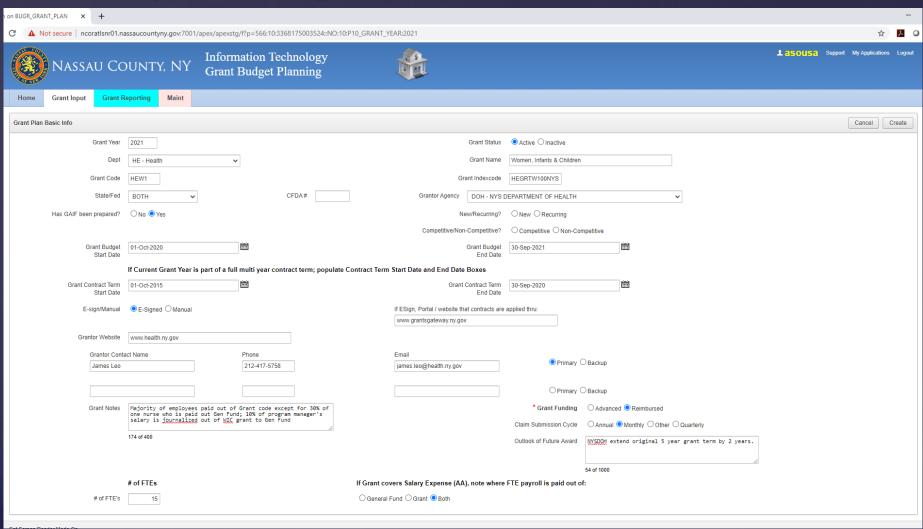
Grant Input: Selecting The Year

Grant Input: Creating An Entry

Inputting Grant Information

Inputting Grant Amounts – Exp / Rev

- Once the Grants Basic Input Screen is completed, then Expenses and Revenues are to be entered next
- Information will be automatically populated in 2021 column if in the prior year data was entered for the out years
- Should prior year data require updating; add reason in the Notes section
- New object codes can be added and existing ones edited
- For grants with DE budgeted lines, include vendor names or services description (if vendor tbd) to be contracted