



NASSAU COUNTY

FISCAL 2023

BUDGET PREPARATION MANUAL

Office of Management and Budget



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Note: Copies of all forms are at <http://www.nassaucountyny.gov/agencies/OMB/budgetdocs.html>

FISCAL 2023 BUDGET PREPARATION MANUAL



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COUNTY EXECUTIVE



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TO: Department Heads/Fiscal Staff
FROM: Andrew Persich, Budget Director
DATE: June 13, 2022
SUBJECT: Fiscal 2023 Budget Process

The OMB 2023 Budget development process will begin with a Webinar on Tuesday, June 28th from 2:30 pm to 3:30 pm.

The 2023 Budget development instructions will be made available in the Presentation Manual that will be posted to the Office of Management and Budget Website by June 28th, 2022. Please contact your budget analyst if you require additional instructions on using the Budget Prep/ APEX system or have other questions.

Listed below are key dates in the Fiscal 2023 Budget Development Calendar.

Final Fiscal 2023 Budget Development Calendar

Date	Activity
06/06	Departmental Narratives Due Back to OMB
06/15	APEX/BPREP Training
06/28	Budget Seminar
07/01	Apex/Budget Prep opens
07/20	Budget Submissions Due Back to OMB
08/05	Grants Budget Submissions Due Back to OMB
09/15	Proposed Fiscal 2023 Budget and 2023-2026 Multi-Year Plan Released
TBD	Legislative Budget Hearings
10/30	Deadline for Legislature to Adopt Budget and Multi-Year Plan



PERFORMANCE MANAGEMENT /CPAR MEASURES

Performance Management links a department’s strategic goals and service objectives with measurable performance metrics that enable the department to measure performance, manage key areas of concern, and make informed resource allocation decisions. During the annual budget process, each department should reconfirm their goals and objectives, evaluate prior performance and establish performance measures that will serve as a useful management tool to gauge progress toward goals and toward achieving continuous improvement. In 2023, “Department-owned” performance measures will be monitored monthly using the *Metrics Management Scorecard* software tool and reported in the County Performance and Accomplishment Report (CPAR).

Existing 2022 Departmental CPAR performance measures, along with current performance targets and data, will be provided in a separate communication to follow. For the Fiscal 2023 submittal, existing and newly proposed CPAR performance measures must be consistent with the goals and objectives described in your Departmental narrative.

Each Department should be able to describe how a submitted CPAR performance measure specifically relates to a given goal and objective. In addition, CPAR measures should be:

- Numeric and monitored on a monthly or quarterly basis
- Within the 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

2023 CPAR performance measures should be updated and submitted on the Excel spreadsheet that either have been or will be provided by Irina Sedighi of the Performance Management Unit (sample provided below). If you are simply updating an existing CPAR measure, then the only data required is a 2023 CPAR annual target.

If you are proposing a new CPAR measure, enter data in each column of the spreadsheet. Departments not yet using *Metrics Management Scorecard* to monitor CPAR measures are encouraged to do so as soon as possible and will also be required to enter data in each column on the spreadsheet.

If you have any questions regarding these instructions, please contact Irina Sedighi at 571-1459 or your Budget Analyst.

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Office of Management & Budget			
Category	Performance Measures	Description	Goal Statement
Government Efficiency	# New Grants Identified	Includes the number of new grant opportunities from all sources identified by Grants Management.	Provide County departments with grant opportunities that Grants Management has identified as being compatible to their mission and programs.
Government Efficiency	% Board Trans Proc On Time	Represents the percentage of Board Transfers that were processed by OMB between the deadline for OMB submission and the deadline for County Attorney submission. A Board Transfer is the transfer of funds from one expense line to another (e.g. salary to general expense). Board Transfers require Legislature approval.	Efficiently manage the Board Transfer process to effectively meet submission deadlines.
Government Efficiency	% GAIFs Processed On Time	Shows the percent of GAIFs (Grant Application Information Form) processed within 5 business days. A GAIFs must be completed by departments for all new grant submissions and renewals prior to the submission of the application. It enables OMB to determine the impact of the grant on the budget.	Efficiently manage the GAIF process so that the development of grant applications and, in some case, the submission of Supplemental Appropriations are not delayed..
Government Efficiency	% Supp Approp Proc On Time	Represents the percentage of Supplemental Appropriations that were processed by OMB between the deadline for OMB submission and the deadline for County Attorney submission. An appropriation is a legal authorization or allocation that permits officials to incur obligations against and to make expenditures for defined purposes. A Supplemental Appropriation is an additional appropriation made by the governing body after the budget year has started. Supplemental Appropriations require Legislature approval.	Efficiently manage the Supplemental Appropriations process to effectively meet submission deadlines.
Government Efficiency	Triad Audits	Includes the number of audits to ensure full compliance by Triad in Risk Management directives in worker's compensation claim handling. The audits include review of bills to claims, review of filing appropriate forms, meeting County claim's special instructions, and adequate reserving practices. The audits will help determine actual exposures as they relate to the adequacy of reserves, the tracking of aggregates, the forecasting of future costs and the evaluation of performance.	Conduct periodic On and Offsite Triad Audits throughout the year.

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Office of Management & Budget					
Performance Measures	2015 Actual	2016 Actual	2017 Target	2017 June YTD Actual	2018 Target
# New Grants Identified	87	131	120	40	100
% Board Trans Proc On Time	100%	100%	100%	100%	100%
% GAI Fs Processed On Time	100%	100%	100%	100%	100%
% Supp Approp Proc On Time	100%	100%	100%	100%	100%
Triad Audits	59	55	60	28	52



SHARED SERVICES BUDGET GUIDELINES

A copy of the Sub-Object Code directory for BB and DD are provided below.

Just-In-Time / Staples & Grainger Office Supplies

All departments must budget their Staples office supplies in sub-object code DD300 for each responsibility center within their department. If purchasing miscellaneous items not listed in the Staples catalog or items restricted by the County from being ordered from Staples (see the Excluded / Restricted items list below), you may budget under a different DD sub-object code and order via an ADPICS requisition.

Similarly, departments must budget their Grainger supply needs in sub-object code DD400 for each responsibility center within their department. If purchasing miscellaneous items not listed in the Grainger catalog or items restricted by the County from being ordered from Grainger, you may budget under a different DD sub-object code and order via an ADPICS requisition.

If departments do not budget properly in DD300 or DD400 and later determine they need to purchase Staples/Grainger items, a delay will occur in arranging for budget funds to be transferred from other DD lines. The process to transfer the funds requires the Department of Shared Services to send a request to the Comptroller's Office to transfer funds from the other DD line to the new line. Upon confirmation from the Comptroller's Office that the funds have been transferred, Shared Services must then open a corresponding account at JP Morgan Chase on behalf of that index code/sub-object code. Only upon confirmation that Chase has opened the appropriate line of credit and issued a new account number, can Shared Services advise vendors what the new corresponding account number is for their records. In addition, Vendors also require time to update the department's profile. The overall process can often take several days to a couple of weeks to complete. This delay can be avoided if departments comply with the correct procedure.

Effective immediately, toner should now be ordered through Just-In-Time (Staples). Procurement through a blanket order with any other vendor should be discontinued. Specialty papers and toners, not available through Staples, should also be budgeted separately and ordered via an ADPICS requisition. If you have any questions, please contact Office of Shared Services.



EXCLUDED / RESTRICTED ITEMS FROM JUST-IN-TIME

Audio Visual	Furniture, Files, Lamps	Surge Protectors
Bathroom Supplies	Hand Trucks	Telephones & Cell Phones
Binding Systems	Letter Folders	Televisions
Boards	Light Bulbs	Time Recorders
Briefcases, Luggage, etc.	Lunchroom Supplies	Typewriters
Cameras & Film	Mailroom Supplies & Equipment	Vacuum Cleaners
Cleaning Products	Medicines (e.g., Tylenol)	Paper
Computers	Multi-Function Machines	
Computer Accessories and Peripherals: Cables, Keyboards, Mice	Palm Pilots/PDAs	
Monitors, Computer Tool Kits	Photocopiers	
Fax Machines	Printers	
Food	Recorders & Transcribers	
	Scanners	
	Shredders	



The following table outlines the valid sub-objects. A complete list of all sub-objects is in the financial system (NIFS).

General Definition: Regarding equipment, the primary distinction between object codes BB and DD is that BB is to be utilized for the purchase of actual equipment, while DD should be used for expenses related to the maintenance and operation of that equipment.

DIRECTORY OF VALID BB SUB-OBJECT CODES

CODE	DESCRIPTION
BB101	COMPUTER EQUIPMENT
BB102	HIGHWAY EQUIPMENT (CHIPS)
BB103	TRAINING EQUIPMENT
BB200	PROPERTY ACQUISITION
BB201	OFFICE FURNITURE/FURNISHINGS
BB202	COPYING/BLUEPRINT EQUIPMENT
BB203	INFORMATION TECHNOLOGY
BB204	EDUCATIONAL AND TRAINING EQUIPMENT
BB205	MEDICAL/DENTAL EQUIPMENT
BB206	BUILDING EQUIPMENT
BB207	MOTOR VEHICLES
BB208	MOTOR VEHICLES EQUIPMENT
BB209	HEAVY DUTY EQUIPMENT
BB210	SAFETY & SECURITY EQUIPMENT
BB211	COMMUNICATION EQUIPMENT
BB212	TRAFFIC/HIGHWAY EQUIPMENT
BB213	RECREATIONAL EQUIPMENT
BB214	GPC EQUIPMENT PURCHASES
BB215	ELECTION/VOTING EQUIPMENT
BB216	MISCELLANEOUS EQUIPMENT
BB219	GRANGER MISC EQUIP

DIRECTORY OF VALID DD SUB-OBJECT CODES

CODE	DESCRIPTION
DD30R	RAIL/AIR TRAVEL EXPENSE
DD30T	TRAVEL RELATED REGISTRATION
DD300	OFFICE SUPPLIES & COPY PAPER (STAPLES ONLY)
DD301	TRAVELING EXPENSE
DD303	MAINT OF EQUIPMENT
DD304	OFFICE EXPENSES-SERVICES
DD305	INSURANCE PREMIUMS

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DD306	REPAIRS & MAINT BLDG
DD307	TELEPHONE INSTALLATION COSTS
DD308	RENTS
DD309	RENTAL OF EQUIPMENT
DD31A	INVESTIGATIVE TELECOMMUNICATIONS
DD31B	INVESTIGATIVE TRAVEL
DD31C	INVESTIGATIVE "BUY MONEY"
DD31D	INVESTIGATIVE CHARGES
DD31F	LISTING FEES
DD31Z	POOL MILEAGE SAVINGS
DD310	RENTAL OTHER EQUIPMENT
DD311	AUTO MILEAGE
DD312	AUTO EXPENSE
DD313	INVESTIGATIONS
DD314	MARINE EXPENSE
DD315	MOTORCYCLE EXPENSE
DD316	POSTAGE
DD317	RADIO & COMMUNICATION
DD318	STOP DWI REFUND
DD319	TRUCKS & TRACTORS
DD32I	INTEREST PAYMENTS (1099 REPORTABLE)
DD320	TRANSCRIBING & BRIEFS
DD321	TRAFFIC SIGNLS SIGNS
DD322	DRIVER IMPROV CLINIC
DD324	TUBERCULOSIS CARE CHARGES
DD325	REAL ESTATE COMMISSIONS
DD326	REFEREE FEES
DD327	PUBLIC ADMINISTRATOR EXPENSES
DD328	CREDIT CARD TERMINALS
DD329	OTHER EXPENSES
DD330	ELECTION SUPPLIES
DD331	MISC MAT & SUPPLIES
DD332	DRAINAGE STRUCTURES
DD333	CREDIT CARD DISCOUNT FEES
DD335	STATE PORTION OF EXAM FEES
DD336	AMBLNCE SRV LONG BCH
DD337	LABORATORY SERVICES
DD338	AREA & ECON DEV SERV
DD339	FINES & PENALTIES
DD34A	INT.PEST MANAGEMENT PROGRAM
DD340	DISPOSAL DISTRICT CHARGES
DD342	OUTSIDE VNDR REPAIRS
DD343	VEHICLE PARTS
DD344	GAS, OIL, LUBRICANTS

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DD345	EDUCATION EXPENSE
DD346	UNIFORM MAINTENANCE
DD347	EXTRADITION EXPENSE
DD348	OFFICAL & PUB FNCTNS
DD349	REHABLITATION SERVICES - ADULT
DD35A	BEEPER PAY
DD352	SUPPER MONEY
DD353	POLICE CLOTHNG, EQPMT
DD354	UNIFORM & EQUIP ALLOWANCE
DD355	E.D.P. RENTALS
DD356	DP PROGRAM PRODUCTS
DD357	DP SYSTEM SERVICE
DD358	LAUNDRY SERVICES
DD359	PUBLIC INFORMATION EXPENSE
DD36A	CREDIT CARD SERVICES
DD36L	ADVERTISING EXPENSE TAX LIEN SALE
DD360	ADVERTISING/PUBLIC NOTICES
DD361	PRINTING
DD362	MAINTNC REPAIR OLD CAMPUS
DD363	ASSES S C COURT COST AWARD
DD364	HEMPSTEAD DISTRICT COURT
DD365	COURT REMANDS
DD366	TRANSP OF INMATES
DD367	REHAB SERVICES P H C
DD368	SYPHILIS TESTING EXPENSE
DD369	DELVRY & MESNGR SVCE
DD370	EMERGNCY FUEL ASSTNC
DD371	RESERVE-LOSSES ON FED SPNS PRG
DD373	BOOKS, NEWSPAPERS, PERIODICALS
DD375	NEW YORK STATE CHARGEBACKS
DD376	HAZARDOUS WASTE DISPOSAL
DD377	SNOW REMOVAL EXPENSES
DD378	INDIRECT COSTS
DD379	ART TRANSPORTATION
DD38A	FAMILY RESOURCES SUPPORT
DD382	BASIC ALLOWANCE
DD383	HOSPITAL CHARGES
DD384	MEMBERSHIP FEE
DD386	STAMPS & STATIONERY
DD388	INMATES POSTAGE
DD389	MEDICAL REPORTS
DD39B	SECURITY CHECK FEE REIMBURSEMENT
DD39C	FACILITIES RENOVATION
DD39P	ELECTRIC SERVICE

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DD390	SPECIAL ASSESSMENT FEES
DD391	COPIER MAINTENANCE
DD392	NUTRITION PROG EXP
DD393	COPIER SUPPLIES
DD394	FACILITIES
DD395	PAYMENT STALE-DATED CHECKS
DD397	TAX RECORD CARD
DD398	SLUDGE DISPOSAL SURCHARGE
DD399	ROOSEVELT COMM CENTR
DD40F	FEMA EQUIPMENT HOURLY RATE
DD400	GRAINGER EXPENSES
DD401	COPYING, BLUEPRINT SUPPLIES AND EXPENSES
DD402	POSTAGE DELIVERY
DD403	INFORMATION TECH SUPPLIES & EXPENSES
DD404	EDUCATIONAL & TRAINING SUPPLIES & EXPENSE
DD405	MEDICAL SUPPLIES AND EXPENSES
DD406	BUILDING SUPPLIES AND MAINTENENCE
DD407	GASOLINE
DD408	MOTOR VEHICLES SUPPLIES AND PARTS
DD409	MOTOR VEHICLES EXPENSES
DD410	HEAVY DUTY MOTOR VEHICLE EXPENSES
DD411	TRAFFIC AND HIGHWAY SUPPLIES & EXPENSES
DD412	COMMUNIICATION SUPPLIES & MAINTENENCE
DD413	INVESTIGATIVE EXPENSES
DD414	RECREATION SUPPLIES & EXPENSES
DD415	EQUIPMENT MAINTENANCE AND RENTAL
DD416	FOOD SUPPLIES
DD417	CLOTHING AND UNIFORM SUPPLIES
DD418	SEWAGE AND DRAINAGE SUPPLIES & EXPENSES
DD419	MISCELLANEOUS SUPPLIES AND EXPENSES
DD420	EXPENSES PRIOR TO DEC 31 1980
DD421	DIESEL FUEL
DD422	COMPRESSED NATURAL GAS
DD424	CHEMISTRY MEDICAL SUPPLIES
DD425	MICRO-BIOLOGY MEDICAL SUPPLIES
DD426	GPC PARTS/MATERIALS/SUPPLIES PURCHASES
DD427	MEETING EXPENSES
DD428	INTERPRETER SERVICES
DD459	BANNER SYSTEM EXPENSE
DD489	STATE PURCHASING SAVINGS
DD5VR	VEHICLE REGISTRATION EXPENDITURES
DD5VS	VEHICLE REGISTRATION STICKER
DD501	COPYING, BLUEPRINT SUPPLIES & EQUIPMENT
DD502	POSTAGE



DD503	COMPUTER SUPPLIES & EXPENSES
DD504	EDUCATIONAL SUPPLIES
DD505	MEDICAL SUPPLIES AND EXPENSES
DD506	BUILDING SUPPLIES AND MAINTENANCE
DD507	FUEL, GASOLINE, OIL AND LUBRICANTS
DD508	MOTOR VEHICLES SUPPLIES AND PARTS
DD509	MOTOR VEHICLES EXPENSES
DD510	HEAVY DUTY MOTOR VEHICLES EXPENSES
DD511	TRAFFIC & HIGHWAY SUPPLIES AND EXPEN
DD512	COMMUNICATION SUPPLIES AND MAINTENAN
DD513	INVESTIGATIVE EXPENSES
DD514	RECREATION SUPPLIES & EXPENSES
DD515	EQUIPMENT MAINTENANACE AND RENTAL
DD516	FOOD SUPPLIES
DD517	CLOTHING AND UNIFORM SUPPLIES
DD518	MISCELLANEOUS SUPPLIES & EXPENSES
DD519	LABOR RELATIONS CHARGES

DIRECTORY OF VALID DE SUB-OBJECT CODES

DETNK	TANK TESTING REPAIR & COMPLIANCE
DE1VE	CONTRACTUAL SERVICES – VEOLIA
DE5A5	SOFTWARE CONTRACTS
DE5C5	DISASTER RECOVERY SERVICES
DE5EM	ELECTRONIC MONITORING
DE5PS	PROFESSIONAL SERVICES
DE5VR	VEHICLE REGISTRATION EXPENDITURES
DE50A	FORMER INMATE HOUSE
DE50B	UTILITY RATE REVIEW
DE50C	MEDICAL WASTE PROGRAM
DE50D	RECYCLING CENTER
DE50G	COPIER RENTALS
DE50H	TRANSCRIBING & BRIEFS
DE50L	BREAST CANCER EDUCATION PRGRAM
DE50M	MAMMOGRAPHY TESTING PROGRAM
DE50N	REPRESENTATION ELECTION
DE50P	FOOD SERVICES
DE50Q	HISPANIC COUNSELING CTR CC TRT
DE50R	AIDS/HIV COMMISSION
DE50S	TANK PROGRAM
DE50T	SER PAY MITCHELL PARK ICE RINK
DE50U	LI ASSOC - AIDS CARE
DE50V	AIDS CONSORTIUM



DE500	MISCELLANEOUS CONTRACTUAL SERV
DE501	EDUCATION
DE502	LEGAL
DE503	FINANCIAL
DE504	ENGINEERING
DE505	SYSTEMS & PROGRAMMING
DE506	SECURITY
DE507	CUSTODIAL
DE508	SANITARY SOLID WASTE DISPOSAL
DE511	PROGRAM AGENCIES
DE513	SLUDGE DISPOSAL
DE514	OUTSIDE CORRECTIONAL FACILITES
DE515	PD-AFFIRMATIVE ACTION PROGRAM
DE518	LONG ISLAND TOURISM
DE520	EDUCATION ASSISTANCE CENTER LI
DE521	BLUE RIBBON/CRIM JUS REVIEW PA
DE522	REAL PROPERTY APPRAISAL
DE523	STREET LIGHT & SIGNAL MAINTENA
DE524	MEDICAL/PSYCHIATRIC SERVICES
DE525	ROOSEVELT COMMUNITY CENTER
DE526	SPECIAL DELINQUENCY PREVNTN PR
DE527	LI DEVELOPMENT AGENCY
DE528	LI DEVELOPMENT CORPORATION
DE531	RADIO & COMMUNICATIONS
DE532	ADOLESCENT ABUSE-NEGLECT PRGRM
DE533	LAUNDRY SERVICES
DE534	RENTAL OF WORD PROCSNG EQPMNT
DE535	BUILDING & MAINTENANCE SVCS
DE536	ART EDUCATION PROGRAMS
DE537	FIVE TOWNS SUMMER PROGRAM
DE538	MEDICAL CLINICIAN FEES
DE539	MOVING EXPENSES
DE540	PUBLICATION OF PROCEEDINGS
DE541	DENTAL CLINICIAN FEES
DE542	LEASE PURCHASE
DE543	SENIOR ADVOCACY PROGRAM
DE544	DAY CARE STUDY
DE545	DRUG&ALCOHOL REFERRAL PROGRAM
DE546	ELECTRONIC HOME DETENTION PROG
DE550	LEGAL-OUTSIDE COUNSEL
DE551	EXPERT WITNESS
DE552	GPC WAREHOUSE MANAGEMENT
DE554	TRAFFIC MANAGEMENT CENTER
DE555	STRATEGIC SOURCING

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DE562	POLICE UNION LEGAL FEES
DE563	CORNELL COOPERATIVE EXT OF N.C.
DE564	CL ON LINE REGISTRATION
DE565	CL ON LINE REGISTRATION MAINT & HOST
DE571	RODENT CONTROL SERVICES
DE572	CONSTRUCTION & DEMOLITION DEBRIS REMOVAL
DE573	TREE REMOVAL AND TRIMMING SERVICES
DE574	PROPERTY MANAGEMENT SYSTEM
DE575	UNIFORM RENTAL EXPENSES
DE576	P3 CONSULTING SERVICES

AN IMPORTANT NOTE ABOUT EQUIPMENT, GENERAL EXPENSES & CONTRACTUAL SERVICES (BB, DD & DE CODES)

In recent years, the Comptroller's Office has identified instances where the DD accounts have been used to record purchases of Equipment. Purchases of equipment are to be recorded in the BB object code. Purchases of supplies and general expenses are coded to the DD code. All contractual services are to be recorded in the appropriate DE code.



CAPITAL AND OPERATING BUDGET INTEGRATION

LINKING CAPITAL PROJECTS TO OPERATING BUDGET AND SERVICE DELIVERY IMPACTS

It remains our goal to achieve better integration between capital projects and operating budget and service delivery impacts. To achieve this, Department's proposing capital projects will document how the outcomes of capital projects impact operating costs and service delivery. These impacts should leverage opportunities for expense savings and enhanced revenue performance as well as incorporate any additional costs that may result from completion of the capital project. The Government Finance Officers Association (GFOA) considers this linkage an important standard in effective budgeting and has made documentation of capital budget impacts a mandatory criterion in their evaluation of quality and best practices in budgeting.

Departments proposing capital projects are required to submit a thorough and reasoned analysis to justify the County's capital investment. This analysis will ensure that such an investment is financially sound, captures all operating impacts and provides measurable improvement toward meeting service delivery objectives.

The Capital Project Submission Process

The capital project submission process requires the submitting department to calculate the project's impact on the operating budget, should the project be approved. To promote better communication of the effect that projects will have on the operating budget, the submitting departments must complete the Fiscal and Service Impact *Memorandum* (formerly the "Fiscal & Service Impact Worksheets"). The memorandum must include a narrative description of the project and provide as much detail on the project's impacts on both fiscal and constituent services as can reasonably be determined.

The memorandum must be given to the Office of Management and Budget and the Capital Program Office. OMB will ensure that the impacts adhere to the budget and multi-year plan targets. OMB will review the finances and service impacts in the context of the overall submission. Subsequent analysis and data may be requested from the submitting department to allow OMB to develop a recommendation.

FY 2020 Operating Budget Impacts

Your Operating budget submission should include a projection of the cost impact for capital projects scheduled to be completed/operational in FY 2019 and FY 2020. The projection should be consistent with the information provided on the Fiscal and Service Impact Memorandum. You should review the memorandum originally submitted at the time the capital project was requested and if necessary, update the fiscal and constituent services impacts to reflect the current projections (which should be consistent with your budget submission) and provide these projections to OMB.



Department of Information Technology Budget Guidelines

The Department of Information Technology, (NCIT), is a service department that provides technology solutions and services to County departments and agencies. NCIT plays an integral role in supporting County operations by designing, implementing and supporting technology solutions that improve the overall business efficiencies of each agency.

Equipment (Capital Funding)

When equipment is needed, an authorized representative from your department should submit a request to the NCIT help desk by calling 1-Help (1-4357) or emailing Helpdesk@nassaucountyny.gov. An IT Project Manager, along with the Equipment Manager, will visit you, address your needs, and create an equipment needs list that will be in line with your associated software. Only after the approval of funding will IT be able to move forward on your requests.

DE – Software and Maintenance Contracts

All information technology maintenance agreements are centralized and managed by NCIT. An annual review to capture all maintenance agreements will be conducted and maintained by the NCIT. Any software or technology solution requested for by an agency must be coordinated through NCIT. Departments with existing software maintenance handled by NCIT should review those agreements and advise IT's accounting unit of any changes, including costs.

All requests should be submitted by an authorized representative from your department to the NCIT help desk by calling 1-Help (1-4357) or emailing Helpdesk@nassaucountyny.gov. Typical funding sources include, in addition to operating, grants and technology capital projects.

Software needs are to be identified by the individual department with the assistance of an IT Project Manager. Approval by the IT Department is necessary. You will be contacted by an IT Project Manager to assist you in identifying your needs and requirements and preparing the submission of your request with the required justification.

Technology (Grant Funded)

Equipment or software purchases that are part of an approved grant budget must be coordinated with NCIT to eliminate duplication of hardware, software or services. We need to ensure that all information technology software and hardware purchases are consistent with both the standards of the NCIT Department as well as the County's overall strategic direction.

Technology (Capital Funded)

If you are planning a capital project in your department, the IT Department will need to work with you to develop the best utilization of available funds. An IT Project Manager will assist you with your technology project requests, justifications and the necessary IT approval process.



Interdepartmental Service Agreements

The process for developing 2023 Interdepartmental Service Agreements (ISA) between interdependent County departments will follow the same process as 2022.

The development and processing of ISA's will take place through the ISA application located at the following: <https://apex5.nassaucountyny.gov/ords/f?p=DASH>.

All departments are required to provide interdepartmental services expense forecasts; however, ISAs will only be required for primary buyer units/departments. Only primary buyer units/departments will be allocated an Interdepartmental Charge (HF) budget. Primary buyer units/departments are defined as either a cost segment of a major county operating fund or are routinely eligible for federal and state reimbursement of expenses. For GRANTS, please use revenue code BW for inter-fund charges revenue and expense code HH for inter fund charges expense.

Primary Buyer Units/Departments

- Fire Commission
- Police Headquarters
- Police District
- All Health and Human Services Departments
- Economic Development Grant Units
- Office of Housing
- Office of Community Development.
- Public Works

Primary seller departments (noted below) will prepare their ISAs as required in the ISA instructions (see sample on following pages) for primary buyer unit/departments only. Once the Seller department ISA has been approved, the ISA manager for the indicated Buying department will be notified through the app. This will be an iterative process until both departments sign off on the ISA. At this point the app will notify appropriate OMB staff to be incorporated in the budget.

Primary Seller Departments

- Information Technology
- Police Headquarters
- Records Management
- Information Technology - Printing Graphics and Mail Services
- Public Works
- Shared Services
- Sherriff's Department



Other departments (sellers and buyers not described above) may participate in this process but only if the ISA is fully agreed to in advance by both parties.

ISA Application Instructions

Seller Departments will initiate the ISA process for the buying departments.

Form Definitions

- If you are not able to gain access because you are a new employee or part of a new department, please contact OMB at ISAOMB@nassaucountyny.gov.
- The ISA # will be automatically generated once the ISA is submitted. As you work on an ISA please make sure to hit save on a regular basis. Unsaved changes will not be available if you exit without saving.
- The Division is the cost center for the department if applicable
- The ISA Manager is usually someone on the fiscal staff of the buyer and seller departments. If the ISA manager is not found in the dropdown, please contact OMB at ISAOMB@nassaucountyny.gov
- The Period is the period of performance; in most cases this will be annual (12 months).
- The Requirements and Specifications should briefly explain what service or product is being provided and what the quality and schedule expectations are.
- The Resource Plan should identify what resources (staffing, equipment, vendors, etc.) will be dedicated to the accomplishment of the Requirements and Specifications. Please upload backup/detail documentation for the charges. These will be provided to the buying department. Only one file may be uploaded. Any upload will overwrite previous uploads.
- The Reporting Requirements establish the necessary level of communication/coordination for the successful completion of the ISA. The type and content of status reports should be identified. Monthly status reports are recommended but quarterly status reports may be more appropriate.
- The Price defines the cost (Salary, Fringe Benefits and OTPS expenses) of providing the services or products defined by the ISA. For ISA purposes available fringe benefit rates should be applied to salary expenses. Current rates may be found under the RESOURCES tab in the application.

Indirect Costs



Seller Departments that need to claim indirect costs expense should refer to the most recent indirect cost rate allocation spreadsheet which is located on the website under the RESOURCES tab.

The Seller Account Information is the selling department’s appropriate index, revenue object and revenue sub-object codes (BJ - in most cases 7800 designated “Interdepartmental Revenues”). The Buyer Account Information is the buying department’s index code along with the expenditure object code HF and appropriate sub-object code for the service or product being provided.

PROCESS

- Login is the username and password you use to log into your computer.
- The Selling Department has to initiate an ISA under the “ISAs” tab, by clicking Add New ISA +

NASSAU COUNTY, NY Budget Department Interdepartmental Service Agreements

My Dashboard Welcome Irina Sedighi (ISEDIGHI) User Tools Log Out

ISAs Summary Forms Resources Admin

This is the Staging Environment, data here may change at any time.

Highlighted records require your review.

Search: [] Go Actions: []

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Test Budget	Copy
															Add New ISA +

- Alternatively, if it is an ISA that existed last year, the Selling Department should be able to make a copy of last year’s and update as required.

Search: [] Go 1 Primary Report Actions: [] [Add New ISA +](#)

Archived = No

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Budget Year	Pending Approval From	Status	Copy
	PD-SS-2021-62	Police Dept.	POLICE DEPT	Gail McGrath-Gough	Social Services	DEPT OF SOCIAL SERVICES	Brendan Roche	01/01/2022	12/31/2022	09/02/2021 12:09PM	GMGRATHGOUGH	2022		Budget Approved	
	PD-SS-2021-61	Police Dept.	POLICE DEPT	Gail McGrath-Gough	Social Services	DEPT OF SOCIAL SERVICES	Brendan Roche	01/01/2022	12/31/2022	09/02/2021 11:09AM	GMGRATHGOUGH	2022		Budget Approved	

- Once a new ISA is initiated it will be **In Progress** while it is being completed by the Selling department. Every section needs to be completed and there is the option of uploading back up files. While the ISA is being completed, changes can be saved by clicking the blue “Save Changes” button. Once completed the yellow Save Changes and Submit ISA needs to be chosen.

FISCAL 2023 BUDGET PREPARATION MANUAL



Department Information

Status: **In Progress**

* Type of Service: [Dropdown]

* Buying Department: [Dropdown]

* Selling Department: **Budget**

An example of the entire ISA screen is presented in Appendix C.

If you hit the Save Changes button, the ISA will be saved in the list of In Progress ISAs on “ISAs” tab. You can come back to your ISA, by hitting the pencil icon under Actions within the ISAs tab.

Highlighted records require your review.

Actions	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Copy
		Information Technology	Application Support	Irina Sedighi	Social Services	Administration	Irina Sedighi	01/01/2022	12/31/2022	04/27/2021 11:04AM	ISEDIGHIJT		In Progress	

The Account Information section has to equal to the Pricing Details section. Please note that the chargeback codes have to be correct or the ISA will be denied by the Budget department. If indirect costs apply, they are to be manually calculated and included in the Pricing Details section of the form. To add pricing detail, click “Add Row” and complete description and pricing.

To add Account Information, click “Add Row”, a pop-up form will appear, which must be populated with both buyer and seller information.

FISCAL 2023 BUDGET PREPARATION MANUAL



Pricing Details

Add Row Delete Rows

Description	Amount
<input type="checkbox"/> Standard Programs	\$50
<input type="checkbox"/> Other Services	\$150

< 1 - 2 >

* Basis Of Charging: Actuals
 * Indirect Cost Apply?: Yes No
 Total: **\$200**

Account Information

Add Row

Buyer Index	Buyer Object	Buyer Sub Object	Buyer Chargeback Code	Seller Index	Seller Object	Seller Sub Object	Seller Chargeback Code	Amount
SSGEN1000	HF - INTER-DEPARTMENTAL CHARGES	HF550	SSGEN1000HF550	ITGEN1000	BJ - INTERDEPT REVENUES	R7800	ITGEN1000R7800	\$200
								\$200

- Once the ISA is submitted, until it is approved by the Selling Department ISA Manager, it will show up on the ISAs screen as **Submitted**. The Selling Department ISA Manager will receive an emailed notification that an ISA is waiting for approval. Please provide OMB the names of staff and manager responsible for the ISA process for your department by emailing OMB at ISAOMB@nassaucountyny.gov.

ISAs ISA Summary Forms Resources

This is the Staging Environment, data here may change at any time.

Highlighted records require your review.

Q Go Actions Add New ISA +

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Copy
	IT-SS-2021-11	Information Technology	Application Support	Irina Sedighi	Social Services	Administration	Irina Sedighi	01/01/2022	12/31/2022	04/27/2021 11:04AM	ISEDIGHI,IT	Selling ISA Manager	Submitted	

- Once the Selling Department ISA Manager has approved the ISA by choosing the pencil icon under Action and choosing the Approve ISA. It will show up as **Seller Approved** and the Buying Department ISA Manager will receive notification. If the Selling Department ISA Manager denies the ISA for correction, it will revert back to the initiating selling department staff for edit.

ISAs ISA Summary Forms Resources

This is the Staging Environment, data here may change at any time.

Highlighted records require your review.

Q Go Actions Add New ISA +

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Copy
	IT-SS-2021-11	Information Technology	Application Support	Irina Sedighi	Social Services	Administration	Irina Sedighi	01/01/2022	12/31/2022	04/27/2021 11:04AM	ISEDIGHI,IT	Selling ISA Manager	Submitted	

FISCAL 2023 BUDGET PREPARATION MANUAL



ISAs | **ISA Details** | ISA Summary Forms | Resources

ISA Details | Comments & Audit

Cancel **Deny ISA** **Approve ISA**

This is the Staging Environment, data here may change at any time.

Department Information

Status: **Submitted** Pending Approval From: **Selling ISA**

ISAs | ISA Summary Forms | Resources

This is the Staging Environment, data here may change at any time.

Highlighted records require your review.

Search: [] Go Actions [] Add New ISA +

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Copy
Q	IT-SS-2021-11	Information Technology	Application Support	Irina Sedighi	Social Services	Administration	Irina Sedighi	01/01/2022	12/31/2022	04/27/2021 11:04AM	ISEDIGHIJT	Buying ISA Manager	Seller Approved	C

- The Buying Department ISA Manager has to approve the ISA using the same process as the Selling Department ISA Manager. If the Buying Department ISA Manager denies the ISA due to error, it will revert to the Selling Department ISA staff for revision. Once the Buying Department ISA Manager has approved the ISA it will show up as **Buyer Approved** and the Budget Department will be notified for final review.

ISAs | ISA Summary Forms | Resources

This is the Staging Environment, data here may change at any time.

Highlighted records require your review.

Search: [] Go Actions [] Add New ISA +

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Copy
Q	IT-SS-2021-11	Information Technology	Application Support	Irina Sedighi	Social Services	Administration	Irina Sedighi	01/01/2022	12/31/2022	04/27/2021 11:04AM	ISEDIGHIJT	Budget	Buyer Approved	C

- If the Budget Department approves the ISA it will be completed and show up as **Budget Approved**. If there is an issue and Budget Denies the ISA it will revert back to the Selling Department ISA Staff for revision.

ISAs | ISA Summary Forms | Resources | Admin

This is the Staging Environment, data here may change at any time.

Highlighted records require your review.

Search: [] Go Actions [] Add New ISA +

Action	ISA #	Selling Department	Selling Division	Selling ISA Manager	Buying Department	Buying Division	Buying ISA Manager	Period From	Period To	Created On	Created By	Pending Approval From	Status	Feeds Into Budget	Copy
Q	IT-SS-2021-11	Information Technology	Application Support	Irina Sedighi	Social Services	Administration	Irina Sedighi	01/01/2022	12/31/2022	04/27/2021 11:04AM	ISEDIGHIJT		Budget Approved	✓	C



Once the ISA is approved by Budget, there will be a print button available on the top right for the selected ISA.

The **ISA Summary Forms** tab is provided for user reporting purposes where all of the Department's ISAs can be printed.



GRANT BUDGET PLANNING - 2023

OMB will publish a Fiscal Year 2023 Grant Plan during fourth quarter 2023. The plan will be based on the information contained in the Grant Budget Planning system as input by each of the departments. The FY 2023 Budget Document will include a summary of projected appropriations for 2023. All approved, pending and potential grant awards anticipated during 2022 and projected for 2023 through 2026 must be entered into the 2023 Grant Budget Planning system.

During the 2023 Budget Preparation season, Departments should list **all** grants, including those that they are considering applying for in late 2022 through 2023. Values entered are considered projections/estimates based on the best information the department has at the time. The Administration and OMB will not hold departments to these projections.

If Departments have questions regarding the input requirements, they can contact Daniela Capozzo.

Guidelines for Grant Budgeting

Departments must complete basic and revenue/expense input screens for each grant. Starting in the 2023 Budget Preparation season, the 2023 Budget will be pre-populated for those grants that had been created/entered for the 2022 Budget plan with a 2023 out year plan. If there is a prepopulated 2023 Grant entry, then the Department will have to review previously entered information and revise accordingly before final submission.

To get started, select the 2023 year from the Grant Year dropdown table and a resulting list of prepopulated grant line items will be listed. Click on the “pencil icon” to the left of each Grant line item to open up the Grant Basic Info Screen. Details will have been pre-populated from prior year entries. Departments need to review the previous entries to ensure if they are still valid and correct. There will be additional new blank fields that will need to be completed by the Departments. Departments will not be able to apply changes or finalize submissions unless all fields are entered.

If Departments need to enter new grants, then the submitter must click on the “Create Button” to the right of the screen which will then bring you to the Grants Basic Input Screen. As a reminder, Departments should be careful in entering the Grant Name and Grant Code fields exactly as it was entered in the prior year in order for the base expense and revenue details to be displayed in the next budget screen.

For the 2023 Grants Plan, Departments will also be prompted to enter additional information before it can move onto the Expense and Revenue detailed input screen (screen below Grant Plan Basic Input Screen). The following information will need to be added:

- Is there a Matching Component to the Grant funding? If so, what is funding source for match? What is the amount or % required?



- Is there COVID funding involved? How much is being funded?

Lastly, Departments will have opportunity to save changes by clicking “Apply Changes Button” before final submission. Once Departments are satisfied with each individual grants plan submission, they can finalize submission by clicking on the “Confirm Grant Info has been updated button”.

Fringes (AB) and indirect costs: Most grants include salary appropriations. If there is a salary (AA) appropriation, the grant should also include all fringe costs eligible for reimbursement by the grant. If departments are unsure of the fringe rate, please contact Jeff Nogid for the appropriate rate. Based on each grant reimbursement criteria, the grant manager should review charging direct and indirect costs. Include only indirect costs that will be reimbursed by the grant.

For grants received from another department within the County, as a sub-grantee, each department receiving grant funds must submit a separate budget. Examples are the Urban Area Security Initiative and State Homeland Security Grants through Emergency Management, where the programs provide funds to County departments to implement programs designed within categories of the functions that the sub-grantee department provides.

The expense appropriation is the annual budget for the grant, and the revenue is the funding source (federal, state or local). The revenue needs to equal the expense total. The revenue and expense must be entered at the sub-object code level:

- Federal: funds received from the Federal Government
- State: funds received from New York State including pass-thru funds from the Federal Government
- Other Non-County Sources: funds received from sources excluding Federal, New York State or Nassau County

Enter the projected (or actual if available) total amount of the grant funding expected for each year.

Definitions

Direct Costs: Includes all items that can be categorically identified and charged to the specific project, such as personnel, fringe benefits, professional services, travel, equipment, supplies, communications, computer time, and publication charges.

Contract Costs: Grants may allow for utilizing outside professional services to meet the goals and objectives of the grant. If the DE sub-object is to be input onto the Grants Budget Planning System, then additional information will need to be included in the notes sections. Specifically, note the Vendor name (if available for existing multi-year contracts) and what type of services are being procured. If vendors have yet to be procured, then input what type of services are to be procured.



After all direct costs have been determined and assigned to the grant and other activities as appropriate, what remains are:

Indirect Costs: Includes costs not readily identifiable to a specific project or activity. The costs of maintaining buildings, grounds and equipment, accounting services, and general administrative expenses are considered types of indirect costs. Such costs may or may not be allowed by a funding source, and others may place a ceiling on the percentage allowed in each grant situation. Indirect costs are generally calculated as a percentage of the total direct costs of the project minus any capital or equipment expenses. Indirect costs are comprised of three types:

1. **Departmental Indirect Costs:** These are costs incurred by the department that do not benefit the grant objective 100%, (e.g., personnel costs for a department director who oversees the grant, among other functions; an attorney who works in the department and devotes a portion of his/her time to the grant, etc.). Refer to the most recent indirect cost rate allocation spreadsheet which is located on the website.
2. **Countywide Indirect Costs:** These are the costs of central government services distributed through the central service allocation plan that will be distributed by OMB for Grants once 2019 is finalized (MAXIMUS Federal OMB A-87 Central Services Cost Allocation Plan).
3. **Other Department Costs: Indirect Costs –** These costs include the following:

Fleet Maintenance	Building Occupancy
Purchasing	Records Management
Information Technology	Postage Charges
Printing Charges	Gasoline



APPENDIX A

OMB Staff

Andrew Persich	Budget Director	571-0413	apersich@nassaucountyny.gov
Christopher Nolan	Sr. Deputy Director	571-4269	cnolan@nassaucountyny.gov
Irfan Qureshi	Sr. Deputy Director	571-0462	iqureshi@nassaucountyny.gov
Irina Sedighi	Deputy Director	571-1459	isedighi@nassaucountyny.gov
Steve Conkling	Debt Manager	571-3023	sconkling@nassaucountyny.gov
Robert Conroy	Deputy Director	571- 1765	rconroy1@nassaucountyny.gov
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Daniela Capozzo	Manager Bgt. Analyst	571-0556	dcaozzo@nassaucountyny.gov
Nadiya Gumieniak	Sr. Budget Examiner	571-6335	ngumieniak@nassaucountyny.gov
Sanju Jacob	Sr. Budget Examiner	571-7722	sjacob@nassaucountyny.gov
Edward Kenna	Budget Examiner	571-0529	ekenna@nassaucountyny.gov
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Jeff Nogid	Mgr. of Fiscal Projects	571-4373	jnogid@nassaucountyny.gov
Dennis Steiner	Sr. Budget Examiner	571-7735	dsteiner@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



APPENDIX B

Budget Departmental Assignments

Departments											OMB Staff
AR	AS	AT	CA	CV	DA	HE	PD	SSW	TR		Jeff Nogid
CC	CO	CS	EM	HS	IT	PA	PW				Nadiya Gumieniak
BU	CL	HR	LR	PE	PR	RM					Elizabeth Valerio
AN	EL	FC	HI	MA	ME	PB	PK	SA	TV	VS	Sanju Jacob
SS											Irina Sedighi
CE	CF	LE									Irfan Qureshi
BUDGET DIRECTOR											Andrew Persich
PROJECT MANAGEMENT, CAPITAL & SPECIAL PROJECTS/FEMA/COVID-19											Christopher Nolan
DATA MANAGEMENT, REPORTING AND PROJECTIONS											Irfan Qureshi
PERFORMANCE MANAGEMENT, CHARGEBACKS/ISAs/MYP											Irina Sedighi
MANAGER BUDGET ANALYSIS & GRANTS											Daniela Capozzo
RISK MANAGEMENT AND WORKERS COMPENSATION											Joseph Capozzi
FRINGE PROJECTIONS											Jeff Nogid

FISCAL 2023 BUDGET PREPARATION MANUAL



APPENDIX C Example ISA Screen

ISAs ISA Details ISA Summary Forms Resources

ISA Details Comments & Audit Cancel Delete Save Changes Save Changes & Submit ISA

This is the Staging Environment, data here may change at any time.

Department Information

Status: **In Progress**

* Type of Service: IT/Telecom

Buying Department can not be changed if chargebacks exist. Delete current chargebacks before proceeding.

* Buying Department: Social Services

* Buying Division: Administration

* Buying ISA Manager: Irina Sedighi

Email: ISEDIGHI@NASSAUCOUNTY.NY.GOV

* Selling Department: Information Technology

* Selling Division: Application Support

* Selling ISA Manager: Irina Sedighi

Email: ISEDIGHI@NASSAUCOUNTY.NY.GOV

Period

* Period From: 01/01/2022

* Period To: 12/31/2022

Reporting Requirements

* Reporting Requirements: Monthly Quarterly

Requirements / Specifications

* Requirements/Specifications Type: Description

* Description: IT and Telecom Services

Resource Plan

* Resource Plan Type: Both Description and File

* Description: Resource plan per the attached file

* File: No file chosen

[Download - ISA Test file.xlsx](#)

NOTE: For Requirements and Resources, uploading a new file will overwrite a previously uploaded file.

Pricing Details

Description	Amount
<input type="checkbox"/> Standard Programs	\$50
<input type="checkbox"/> Other Services	\$150
Total	\$200

* Basis Of Charging: Actuals

* Indirect Cost Apply?

Account Information

Buyer Index	Buyer Object	Buyer Sub Object	Buyer Chargeback Code	Seller Index	Seller Object	Seller Sub Object	Seller Chargeback Code	Amount
SSGEN1000	HF - INTER-DEPARTMENTAL CHARGES	HF550	SSGEN1000HF550	ITGEN1000	BJ - INTERDEPT REVENUES	R7800	ITGEN1000R7800	\$200
								\$200

1 - 1