



FAST: Financial Automation Submission & Tracking

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Division of Local Government Services



THE RUNDOWN

- **1) What is FAST**
- **2) What isn't FAST**
- **3) Clerk's Role in FAST**
- **4) Best Practices Inventory**
- **5) Future of FAST**

WHAT IS FAST?



FAST IS...

- **Web Based**
 - FAST is accessed through a DLGS webpage via a username and password. No software needs to be downloaded to use FAST.
- **Dynamic**
 - FAST utilizes the Microsoft Dynamics365 platform. This allows for the customization of specific solutions.
- **Digital**
 - FAST replaces the manual submission of paper copies of documents – Budget, Audit, Annual Financial Statement, Annual Debt Statement, Supplemental Debt Statement. **If a document is required to be submitted through FAST, a hard copy of that document is no longer required to be mailed to the Division.**
- **Standardized**
 - Standard templates for each document are required to be completed and uploaded to the system.
- **Informational**
 - Data is extracted from FAST and the various financial documents on a daily basis. Data informs DLGS initiatives, studies, etc.
- **Just the Beginning**
 - Future Modules, Open Data Portal, and Integration with Other Systems



1,023

**Entities use FAST – Municipalities, Counties, Fire District,
Authorities, and Housing Authorities**



FAST ACCESS AND RESPONSIBILITIES

- **Chief Financial Officers:**

- Upload and submit Annual Financial Statement, Annual and Supplemental Debt Statements, Budget, User-Friendly Budget, Audit “follow-up” documents.
- Confirm access for all other users.
- Certify Introduced and Adopted Budgets.
- Work with DLGS examiners during Budget examination.

- **Auditors:**

- Preparer/Data Entry access.
- Submit Audit.
- Certify Budget.

- **Preparers:**

- Upload documents, perform data entry.

[Click here to download the updated Budget FCOA Codes](#)



[Sign in](#) [Register](#)

Sign in with a local account

* Username

* Password

Remember me?

[Sign in](#)

[Forgot your password?](#)

- Upload Introduced Budget
- Signatures
- Submit for Review (Signatures Needed)

Financial Automation Submission and Tracking

Local Government Entities must utilize the Division’s standardized Municipal Budget workbook. The file must remain in excel format and will be renamed as follows: <municode>_introbudget_20XX. Upon completion of the Municipal Budget workbook and certification by all applicable officials, the Municipal Budget workbook and all supplementary budget documents must be uploaded and saved to this page. **After successfully uploading and saving all budget documents; obtaining all required signatures; the Chief Financial Officer shall navigate to the “Submit for Review” tab to transmit the budget documents to the Division of Local Government Services.** This step completes the submission process.

Filename	Category	Upload Date	Delete
No documents uploaded			
0 uploaded	Upload Budget Document		Choose a File
0 uploaded	Upload Solid Waste Excel Document		Choose a File
0 uploaded	Upload User Friendly Budget Excel Document		Choose a File
0 uploaded	Upload Levy Cap Workbook		Choose a File
0 uploaded	Upload Special Items of Revenue		Choose a File
0 uploaded	Upload COLA Ordinance - Introduced (PDF)		Choose a File
0 uploaded	Upload Certificate of New Construction (PDF)		Choose a File
0 uploaded	Upload Other Document		Choose a File

- ☰
- 🏠 Home
- 🕒 Recent
- 📌 Pinned
- FAST
- 📁 Local Governmen...
- 👤 Contacts
- 📊 Dashboards
- 🔑 Portal Access Req...
- 🏠 NJ DCA Portal
- 🔑 FAST Automation ...
- 🔑 FAST Automation ...
- ADS
- 🔑 ADS's
- 🔑 SDS's
- 🔑 ADS Master Regio...
- 🔑 Average Equalize...
- AFS
- 🔑 AFS's
- 🔑 Audit Reports
- 🔑 Local Exam Year

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FAST - All Local Government Entities
[Edit columns](#)
[Edit filters](#)

Account Name ↑ ↓	LGE Type ↓	LGE Code ↓	Municipality Type ↓	Main Phone ↓	Address 1: City ↑ ↓	Address 1: County ↓	Status ↓	Status Reason ↓
Aberdeen Township	Municipal	1330	Township	732-583-4200	Aberdeen	Monmouth	Active	Active
Aberdeen Township FD No. 1	Fire	1330-01	Township	732-566-3704	Aberdeen	Monmouth	Active	Active
Aberdeen Township FD No. 2	Fire	1330-02	Township	732-566-8920	Cliffwood	Monmouth	Active	Active
Absecon City	Municipal	0101	City	609-641-0663	Absecon	Atlantic	Active	Active
Alexandria Township	Municipal	1001	Township	908-996-7071	Milford	Hunterdon	Active	Active
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren	Active	Active
Allendale Borough	Municipal	0201	Borough	201-818-4400	Allendale	Bergen	Active	Active
Allenhurst Borough	Municipal	1301	Borough	732-531-2757	Allenhurst	Monmouth	Active	Active
Allentown Borough	Municipal	1302	Borough	609-259-3151	Allentown	Monmouth	Active	Active
Alloway Township	Municipal	1701	Township	856-935-4080	Alloway	Salem	Active	Active
Alpha Borough	Municipal	2102	Borough	908-454-0088	Alpha	Warren	Active	Active
Alpine Borough	Municipal	0202	Borough	2017842900	Alpine	Bergen	Active	Active
Andover Borough	Municipal	1901	Borough	973-786-6688	Andover	Sussex	Active	Active
Andover Township	Municipal	1902	Township	973-383-4280	Andover	Sussex	Active	Active
Asbury Park City	Municipal	1303	City	732-502-5709	Asbury Park	Monmouth	Active	Active
Asbury Park Housing Authority	Housing	HA01_1303					Active	Active

WHAT ISN'T FAST?



FAST *ISN'T*...

- **An Automated Budget Tool**
 - **FAST does not complete the Budget, or any other documents, for the Chief Financial Officer. There are formulas in the standard templates to avoid repeat data entry, but FAST does not make budgetary decisions.**
- **100% Publicly Accessible**
 - **The Division has created the Open Data Portal to make filed/official documents publicly available. This is another application of the system as FAST itself is not publicly accessible.**
- **My New Jersey, EGG, or the Financial Disclosure Statement System**
 - **MyNJ registration, EGG notices, and Financial Disclosure Statements are not accessed in any way through FAST. These are separate platforms not integrated with FAST.**
- **Used by All Municipal Officials**
 - **Elected Officials, Tax Collectors, Public Works Managers, Tax Assessors, and similar titles will more than likely not need FAST access.**

Welcome to FAST Open Data



MAPS (Use interactive maps to find information on your local government entity)



Municipality



Debt

REPORTS (Search and download reports)



Annual Debt
Statement



Supplemental
Debt Statement



Budgets



User Friendly
Budget Database

THE CLERK'S ROLE IN FAST



THE CLERK'S ROLE IN FAST

- **Budget Certification**

- The Chief Financial Officer starts the process to electronically certify the Budget. Once the CFO initiates the process and completes their certification, **emails are sent to the Clerk and Auditor with a unique link to complete their certifications. Clerks do not need FAST access to complete this process.**

- **Preparer/Data Entry (Optional!)**

- In some municipalities, Clerks have been granted access in order to 1) upload documents related to the Audit (Group Affidavit, Corrective Action Plan, Proof of Publication) or 2) download documents that have already been filed through FAST. **This access is optional and decided at the local level.**

- **Ensuring Completion of the Budget Form**

- The governing body votes, dates of public hearing, certification of change orders, etc. **should be verified and confirmed with the Clerk prior to the Budget being uploaded in FAST for both Introduction and Adoption.** Sheet A is the first official page of the Budget document.



BEST PRACTICES INVENTORY



For the Best Practices Inventory, the Clerk...

- **Can Provide Responses**

- The BPI covers a wide range of municipal topics, many of which the Clerk will be able to provide informed responses that help the Division collect as accurate information as possible.

- **Certifies**

- In addition to the Chief Financial Officer and Chief Administrative Officer, the Clerk certifies the Questionnaire responses and the date the BPI was, or will be, discussed at a public meeting of the governing body. **If you are a Clerk/Administrator, two separate certifications are completed on two separate tabs.**

- **Ensures Governing Body Discussion**

- The responses and results of the Best Practices Inventory must be discussed at a public meeting of the governing body.

[Return to Surveys](#)

[Instructions](#)

[Printable Question Sheet](#)

[Scoring](#)

[Signatures](#)

0 Unanswered Questions

0 Questions need Comments

Best Practices Inventory Online Platform

2021 Survey

Aberdeen Township

Select a Category to Filter Upon... Select a Topic to Filter Upon...

Category	Topic	Question Number ↑	Description
Core Competencies	Personnel	001	The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?
Core Competencies	Personnel	002	Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated. If not yes, please type "Did Not Answer Yes" into the comment box.
Core Competencies	Budget	003	Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?
Best Practices	Budget	004	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.
Core Competencies	Capital Projects	005	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year



THE FUTURE OF FAST



FAST WILL BE...

- **Complete**
 - Authority Audits, Chapter 159s, Changes in Title & Text, Emergencies, Special Emergencies, Dedication by Rider, and Petty Cash will be the final components added to FAST, representing a completed system.
- **Connected**
 - To various degrees, other DLGS information and databases will be stored in the Dynamics365 platform.
- **Refined**
 - As regulations changes, FAST and its components will be upgraded to meet changing requirements.
- **Expanded**
 - FAST will be utilized to create standard, digital process for other DLGS functions.
- **(Even More!) Informational**
 - Now in its fourth year in its current format, meaningful year-over-year data will be generated.
- **Interactive**
 - With more information stored in FAST, more can be made publicly available, and in a usable and understandable format.