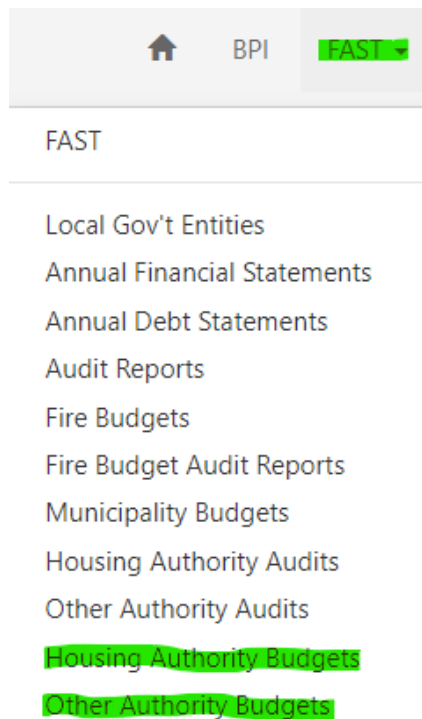


Financial Automation Submission & Tracking (FAST)

Authority and Housing Authority Post-Adoption Amendments Submission Process User Guide

Per N.J.A.C. 5:31-2.8, Authorities and Housing Authorities are required to submit budget amendments that occur after the adoption of the annual budget through the FAST portal within three days after adoption. To do so, the adopted budget for the current year must already be submitted and certified in FAST. The below process must be completed each time the adopted budget is amended. To submit a post-adoption amendment:

- 1) Login to the system and click “FAST” in the upper right corner of the screen. Select either Other Authority Budgets or Housing Authority Budgets from the dropdown menu, depending on your authority type.



- 2) Select the adopted budget folder for the current budget year:

Name ↑	Current Year	Budget Type	Status Reason
Atlantic City Housing Authority - 2023 Introduced Budget	2023	Introduced	Conditionally Approved
Atlantic City Housing Authority - 2023 Adopted Budget	2023	Adopted	Adopted Certified

- 3) On the page that appears, select the “Amendments” tab in the upper left corner:

Adopted Housing Authority Budget

Amendments

Financial Automation Submission and Tracking

Atlantic City Housing Authority

This Housing Authority Budget has already been submitted for review.

Submitted By	Submitted On
George Semple	12/14/2023
Adopted Date	
12/18/2023	

Notes and Attachments

Filename	Category	Upload Date
HA02_0102_adoptbudget_2023.xlsm	Budget	12/14/2023 2:12:13 PM
HA02_0102_signedadoptbudget_2023.pdf	Certified Adopted Budget	12/14/2023 2:15:02 PM
HA02_0102_signedadoptbudget_2023.pdf	Certified Adopted Budget	12/18/2023 10:27:32 AM

1 uploaded

Upload Adopted Budget

Choose a File

0 uploaded

Upload Other File

Choose a File

- 4) On the “Amendments” tab, click “Create Amendment”, which will create an Amendments folder. Click on the amendments folder after it is created:

Financial Automation Submission and Tracking

Atlantic City Housing Authority

Amendments

Amendment ↓	Amended Adopted Date	Status Reason
AMENDMENT #01		Pending Submission

Create Amendment

- 5) On the amendment screen, enter the date that the amendment was adopted by the governing body of the authority. The following must be uploaded as part of the amendment submission:
- a) Amended Budget (**Important: a full copy of the amended budget must be uploaded in Excel format; do not upload copies of only the amended pages or a PDF file**)
 - b) Resolution of the authority commissioners amending the budget
 - c) Any additional documentation related to or in support of the amendment

Amended Adopted Date *

M/D/YYYY

Attachments

Filename	Category	Upload Date	Delete
No documents uploaded			
0 uploaded	Upload Amended Adopted Budget	Choose a File	
0 uploaded	Upload Resolution	Choose a File	
0 uploaded	Upload Other File	Choose a File	

Submit Amendment

- 6) Once the date has been entered and required documentation has been uploaded, click “Submit Amendment”. **This button must be clicked in order for Division of Local Government Services staff to receive the amendment.**

Division of Local Government Services staff will review amendments as they are submitted and contact the individual who submitted the amendment if additional information or clarification is required. Upon approval, the adopted budget will reflect a status of “Amended Adopted Budget Certified”.