

# Financial Automation Submission & Tracking (FAST)

## Dedication by Rider (Trust Funds) User Guide

### Access:

There are two “roles” in FAST that provide access to the Dedication by Rider module:

- 1) **Chief Financial Officer:** Individuals with CFO level access to their municipality or county automatically have access to the “File Dedication by Rider” option in the FAST dropdown menu. **No additional access needs to be requested for the CFO to access this section of FAST.**
- 2) **Amendment Preparer:** A new role has been established to allow staff other than the CFO (for example, a Deputy CFO) to **upload and submit** applications related to Chapter 159/Chapter 85, Emergencies, Dedication by Rider, and Petty Cash.
  - a. To request access, login to FAST and click “Request Access” in the upper right corner of the screen. Select the option to request access to FAST. On the page that appears, select your local government entity, check the role for “Amendment Preparer”, and submit the request. **All requests for access are confirmed with the CFO via email. To expedite this process, CFOs are strongly encouraged to send an email to Matt Gallelo at [Matthew.Gallelo@dca.nj.gov](mailto:Matthew.Gallelo@dca.nj.gov) verifying that access can be granted to the requesting individual.**

## Request Access to FAST

**Instruction:** Requestors must select only one level of access below.

Local Government Entity \*

Atlantic City



### Municipalities / Counties Only

Chief Financial Officer

Preparer / Data Entry

RMA of Record

Audit Preparer

Amendment Preparer (159, Emergency, Rider, Petty Cash)

## Filing a Dedication by Rider:

From the “FAST” dropdown menu, select “File Dedication by Rider”. On the screen that appears, “Active Riders” will display all approved, denied, and rescinded Riders for your entity. “Pending Riders” will display all Riders that are pending submission, have been submitted but not reviewed, and under review for your entity. Click the “File Dedication by Rider” button to create a new form.

Pending Riders

[File Dedication By Rider](#)

Rider Title	Rider Details	Resolution Date ↓	Status Reason
<a href="#">Acceptance of Bequests/Gifts (N.J.S.A. 40A:5-29)</a>	Aberdeen Township - 987 - 1/29/2024	1/29/2024	Pending Submission <span>▼</span>
<a href="#">Acceptance of Bequests/Gifts (N.J.S.A. 40A:5-29)</a>	Aberdeen Township - 038 - 9/19/2023	9/19/2023	Additional Information Requested <span>▼</span>
<a href="#">Abandoned &amp; Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)</a>	Aberdeen Township - - - 7/25/2022	7/25/2022	Pending <span>▼</span>
	Sea Bright Borough - - - 9/5/2014	9/5/2014	Pending <span>▼</span>
<a href="#">*WAITING ON ORDINANCE FROM GOV.BODY THAT ESTABLISHES SELF INSURANCE FUND Self Insurance Programs (NJSA 40A:10-1 et seq.) [ 20]</a>	Keansburg Borough - - - 9/22/2012	9/22/2012	Pending <span>▼</span>

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Active Riders

Rider Title	Rider Details	Resolution Date ↓	Action Date	Year	Status Reason
<a href="#">Accumulated Absences (N.J.A.C. 5:30-15)</a>	Upper Deerfield Township - - - 3/4/2002	3/4/2002	3/26/2002	1991	Approved <span>▼</span>
<a href="#">Accumulated Absences (N.J.A.C. 5:30-15)</a>	Lindenwold Borough - - - 3/4/2002	3/4/2002	3/26/2002	1991	Approved <span>▼</span>

On the screen that appears, select your Local Government Entity using the lookup, enter the approval date and resolution number for the resolution that corresponds to the Dedication by Rider action you are submitting and select the Trust Fund name from the list. If selecting “Other”, “Donations”, or “Acceptance of Bequests and Gifts”, you must provide additional information in the “Description” box.

### Create Rider

LGE \*

Resolution No. \*

Resolution Date \*

Dedication by Rider Listing \*

Description

Once the Pending Rider has been saved, it will appear on the “Pending Rider” list. Click the blue text with the Rider Title to access the form to complete the data entry. If the rider was created in error, click the downward facing arrow all the way to the right of the rider listing, and then select the “Delete” option.

On the “Rider Details” tab, the information entered on the “Create Rider” page will appear. The selected Trust Fund and corresponding description may be edited. Use the document repository to upload the Certified Resolution and Supporting Documentation.

**Dedication by Rider Listing \***

Acceptance of Bequests/Gifts (N.J.S.A. 40A:5-29)

**Description**

Testing the Dedication by Rider module.

Filename	Category	Upload Date	Delete
<a href="#">certified resolution solid waste.pdf</a>	Certified Resolution	2/20/2024 1:30:59 PM	X

1 uploaded    Upload Certified Resolution    **Choose a File**

0 uploaded    Upload Supporting Documentation    **Choose a File**

[Next](#)

Once all information has been entered, navigate to the “Submit” tab on the left side of the screen. Read and certify the declaration regarding electronic document transmittal, confirm the contact information of the submitter (CFO or their designee), and click “Submit.” Once the Dedication by Rider is submitted for review, a confirmation email will be generated. The status of the pending rider will be updated to reflect when it is under review and if more information is needed. Upon approval or denial, the status will be confirmed via email.

**Rescind an Existing Rider:**

To rescind a previously approved rider, navigate to the list of “Active Riders”. For the rider that you want to rescind, click the downward facing arrow all the way to the right of the rider listing, then click the “Rescind” option.

## Active Riders

Rider Title	Rider Details	Resolution Date	Action Date	Year	Status Reason
Affordable Housing - Small Cities: Revolving Loan Fund	Aberdeen Township - 031 - 9/12/2023	9/12/2023	2/27/2024	2024	Approved
Abandoned & Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)	Hamilton Township (Atlantic) - - - 8/8/2022	8/8/2022	9/13/2022	1991	Approved
Abandoned & Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)	Mountainside Borough - - - 6/24/2022	6/24/2022	8/19/2022	1991	Approved
Drug Abuse Cllet Fees NJS 26:1A-34 [ 26]	East Orange City - - - 7/15/2021	7/15/2021		2011	Denied
(State) NJSA 2c:64-1 Municipal Law Enforcement Disposal of Forfeited Property (PL 1986, C135) [ 34]	Bloomingtondale Borough - - - 5/24/2020	5/24/2020	10/23/2020	1991	Approved
Abandoned & Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)	Commercial Township - - - 3/25/2020	3/25/2020	10/23/2020	1991	Approved
Abandoned & Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)	Montvale Borough - - - 3/15/2020	3/15/2020	3/16/2023	1991	Approved
Disposal of Forfeited Property - Special Federal Law Enforcement Trust (N.J.S.A. 2c:64-1 et seq.)	Morristown Town - - - 2/4/2020	2/4/2020	2/21/2020	1991	Approved
Abandoned & Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)	Somerville Borough - - - 12/17/2019	12/17/2019	12/18/2019	1991	Approved
Abandoned & Vacant Property Code Enforcement (N.J.S.A. 40:48-2.12s)	Lawrence Township (Cumberland) - - - 11/14/2019	11/14/2019	11/21/2019	1991	Approved

A “Rescission” form will appear. Enter date and number of the governing body resolution that corresponds with the rescission. The certified copy of the resolution must also be uploaded using the “Choose File” button. Review the certification regarding electronic transmittal of the rescission resolution and click “Submit Rescission”. Click the “Cancel” button if the Rescission form was created in error. Once approved by the Division, the previously approved rider will still appear under “Active Riders”, but with a status of “Rescinded”.

## Create Rescission

Resolution No. \*

Resolution Date \*

 

Upload Certified Resolution

No file chosen

## Certification

By electronic transmittal of this form the County Clerk of the Board/Municipal Clerk certify that this resolution, reference above and included as an attachment with this form, is a true resolution and was properly adopted by the respective governing body.

By electronic transmittal of this form the County/Municipality CFO certifies that this revenue has been realized and/or is in receipt of written notification from the funding source cited in the resolution and included as an attachment with this form and that the revenue/appropriation identified above meets all statutory requirements and that the Annual Operating Budget has been amended to include this item of revenue/appropriation.