

# Financial Automation Submission & Tracking (FAST)

## Petty Cash Functions User Guide

### Access:

There are two “roles” in FAST that provide access to the Petty Cash module:

- 1) **Chief Financial Officer:** Individuals with CFO level access to their municipality or county automatically have access to the “File Petty Cash” 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 Petty Cash Application:

From the “FAST” dropdown menu, select “File Petty Cash”. On the screen that appears, “Petty Cash Accounts” will display all approved and denied Petty Cash for your entity. “Pending Petty Cash Applications” will display all Petty Cash Applications that are pending submission, have been submitted but not reviewed, or under Division review for your entity. Click the “File Petty Cash Fund Application” button to create a new form.

Financial Automation Submission and Tracking

Pending Petty Cash Applications

[Pending Applications](#) [File Petty Cash Fund Application](#)

Name ↑	LGE	Resolution Type	Amount	Custodian	Date of Adoption	Status Reason
There are no records to display.						

Petty Cash Accounts

Name of Petty Cash Fund ↑	Date of Adoption	LGE	Amount	Custodian	Action Date	Status Reason
Police Department	4/3/2001	Robbinsville Township	200.00	Linda Hayes, Sec to Chief of Police	4/30/2024	Approved <span>▼</span>

On the screen that appears, select your Local Government Entity using the lookup and provide responses for all required fields. Once all data entry has been completed, click the “Create” button at the bottom of the window.

## Establishing a New Petty Cash Account

**LGE \***

**Resolution Number**

**Date of Resolution Adoption \***

**Account Name (Department) \***

**Amount \***

**Custodian \***

**Surety Bonded Amount \***

**The petty cash fund will be used by the aforementioned office or department to pay claims specifically described as follows: \***

**It is estimated that the maximum amount of such claims to be paid in any one month will be: \***

**It is estimated that the maximum amount of such claims to be paid in any fiscal year will be: \***

**Create**

Once the Pending Petty Cash Application has been saved, it will appear on the "Pending Petty Cash Applications" list. Click the blue text under the "Name" column to access the form to complete the data entry. If the Petty Cash Application 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 "Petty Cash Details" page that opens, the information entered as part of creating the Petty Cash Application will appear. Certain details regarding the application may be edited on this page. Use the document repository to upload the Certified Resolution and Supporting Documentation. The certification section prepopulates, but can be edited as necessary. Once all information has been entered, documentation uploaded, and certification completed, click "Submit Application".

Filename	Category	Upload Date	Delete
No documents uploaded			

0 uploaded    Upload Certified Resolution \*

Choose a File

0 uploaded    Upload Supporting Documentation

Choose a File

## Certification

I hereby certify that the above changes are for an emergency purchases and are not of such nature that should be processed th application.

### CFO or Preparer \*

Matthew Gallelo

### CFO or Preparer Email \*

[Matthew.Gallelo@dca.nj.gov](mailto:Matthew.Gallelo@dca.nj.gov)

### CFO or Preparer Phone

Provide a telephone number

Submit Application



Once the Petty Cash Application is submitted for review, a confirmation email will be generated. The status of the pending application will be updated to reflect when it is under review and/or if more information is needed. Upon approval or denial by the Division, the status will be confirmed via email.

## Changes to Existing Petty Cash Accounts

For existing Petty Cash Funds already listed in the Petty Cash Accounts section, the following edits can be made:

- Submit Resolution to **Change Monetary Amount**
- Submit Resolution to **Change Custodian**
- Submit Resolution to **Rescind Fund**

To initiate any of these processes, click the downward facing arrow all the way to the right of the screen for the Petty Cash Account that is being updated, then click the option that applies to your Petty Cash Account. A window will open with the required fields for the update you are submitting. The file upload and certification sections are the same for each of the three functions, and similar to that of an initial Petty Cash Application referenced earlier in this guide.

Action Date	Status Reason	
4/30/2024	Approved	
<div><p> View details</p><p>Submit Resolution to <b>Change the Monetary Amount</b></p><p>Submit Resolution to <b>Change the Custodian</b></p><p>Submit Resolution to <b>Rescind this Fund</b></p></div>		

### **Submitting Resolution to Change Monetary Amount**

Complete the data entry on the form, including resolution adoption date, new amount, fund use, estimated max amounts per month and year, and the surety bond amount. **Once complete, upload a certified copy of the resolution and any additional supporting documentation. Complete the certification and click “Submit Application”.** If this change was initiated inadvertently, click “Cancel”.

## Change in Monetary Amount

Resolution Number

Date of Adoption \*

Amount \*

Petty Cash Fund Use \*

Estimated Max Amount per Month \*

Estimated Max Amount Per Year \*

Surety Bonded Amount \*

### **Submitting Resolution to Change Custodian**

Complete the data entry on the form, including resolution adoption date, new custodian, and surety bond amount. **Once complete, upload a certified copy of the resolution and any additional supporting documentation. Complete the certification and click “Submit Application”.** If this change was initiated inadvertently, click “Cancel”.

## Change in Custodian of Petty Cash Fund

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**Resolution Number**

**Date of Adoption \***

**Custodian \***

**Surety Bonded Amount \***

### **Submitting Resolution to Rescind Fund**

Complete the data entry on the form, including resolution adoption date. **Once complete, upload a certified copy of the resolution and any additional supporting documentation. Complete the certification and click “Submit Application”.** If this change was initiated inadvertently, click “Cancel”.

## Rescinding Petty Cash Fund

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**Resolution Number**

**Date of Adoption \***