2022 Budget Preparation Seminar



Table of Contents

Slide Topic Slide Number

3
4
5
7
8
9
11
18
19
23
30



2022 Budget Development Calendar

Date	Activities
06/04	Departmental Narratives Due Back to OMB
07/13	Budget Seminar
07/14	Apex/ BPREP opens
08/06	Budget Submissions Due Back to OMB
08/06	OMB and County Executive Review of Budget Submissions
08/16	Grants Budget Submissions Due Back to OMB
09/15	Proposed Fiscal 2022 Budget and 2022-2025 Multi-Year Plan Released
TBD	Legislative Budget Hearings
10/30	Deadline for Legislature to Adopt Budget and Multi-Year Plan



Please be mindful of your summer planned vacations and work with OMB staff to schedule meetings as soon as possible to ensure compliance at all levels

Contact List

OMB Staff

Andrew Persich	Budget Director	571-0413	apersich@nassaucountyny.gov
Ana Sousa	Dir. of Audits & Grants	571-0113	asousa@nassaucountyny.gov
Christopher Nolan	Sr. Deputy Director	571-4269	cnolan@nassaucountyny.gov
Irfan Qureshi	Sr. Deputy Director	571-0462	iqureshi@nassaucounyny.gov
Philip Wasserman	Deputy Director	571-0528	pwasserman@nassaucountyny.gov
Irina Sedighi	Deputy Director	571-1459	isedighi@nassaucountyny.gov
Joanne Feld	Budget Examiner	571-0529	JFeld@nassaucountyny.gov
Steve Conkling	Debt Manager	571-3023	sconkling@nassaucountyny.gov
Shayla Clarke	Sr. Budget Examiner		sclarke@nassaucountyny.gov
Shirley Dews	Budget Examiner	571-5788	sdews@nassaucountyny.gov
Daniela Capozzo	Budget Examiner	571-0556	DCapozzo@nassaucountyny.gov
Kathleen Casey	Sr. Budget Examiner	571-0714	KCasey@nassaucountyny.gov
Nadiya Gumieniak	Sr. Budget Examiner	571-6335	ngumieniak@nassaucountyny.gov
Sanju Jacob	Sr. Budget Examiner	571-7722	sjacob@nassaucountyny.gov
Steve Munzing	Program Coordinator	571-0799	smunzing@nassaucountyny.gov
Jeff Nogid	Mgr. of Fiscal Projects	571-4373	jnogid@nassaucountyny.gov
Elizabeth Valerio	Budget Examiner	571-5735	evalerio@nassaucountyny.gov
Donna Chisena	Admin Assistant	571-3122	DChisena@nassaucountyny.gov
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



Departmental Targets

- o OMB requires that departments adhere to budget targets
- Expenditures should not be increased unless there is a corresponding revenue positive initiative or other expenditure reduction proposed
- Proposed reductions should focus on programs that the County is not mandated to provide by State and Federal legislation
 - Reductions to mandated programs resulting from initiatives to provide the service more cost effectively are encouraged

OMB staff encourages departments to reach out for assistance on all questions



Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 05/06/2021 Payroll.
- Part-Time & Seasonal Targets include HC and amounts based on prior year trending.
 - Salary Extras, except for Longevity and Terminal Leave, are preloaded based on prior year results;
 - Termination Pay is based on employees terminated as of 04/30/2021 payroll. Adjustments for employees left after that date will need to be entered in your submission.
 - > Longevity is based on onboard employees as of 04/30/2021 payroll.
 - > Fringes are budgeted centrally by OMB.
- OTPS & Revenue Targets are based on prior year results and 2021 projections.
- BJ/HF should not be entered by the Departments; a member of the OMB
 staff will be coordinating the ISA process (See ISA Slide)

Information Technology

Reminder, the IT Department has centralized the management of all contracts related to maintenance and software.

- IT staff is working with individual departments to verify Maintenance and Software Contracts
 - Departments should coordinate with IT prior to August 6th
- New needs must be submitted to and approved by IT
 - This includes both equipment and software



Performance Management

For your Fiscal 2022 submittal, existing CPAR performance measures and new proposed CPAR performance measures should be:

- Consistent with the goals & objectives described in your Departmental narrative
- Numeric & monitored on a monthly or quarterly basis
- Within your 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



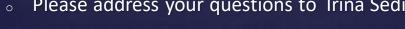
Interdepartmental Service Agreements

- An ISA is an agreement between two (2) departments to perform a service. Departments that receive revenue reimbursement for program related expenses from another department must participate in the ISA process in order to properly record and claim the expense
 - > The department that performs the service is the "seller" department (Object code BJ-Interdepartmental Revenue)
 - > The department that receives the service is the "buyer" department (Object code HF-Interdepartmental Expense)
- For Grants funds that reimburse the operating budget, use revenue code BW for inter-fund revenue and expense code HH for inter-fund charges



Interdepartmental Service Agreements

- The development and processing of ISA's will take place through the new ISA application located at the following website: https://apex5.nassaucountyny.gov/ords/f?p=DASH
- ISA's are to be initiated by the Seller Department and is only completed once OMB has approved the ISA. The ISA needs to be approved to be included in the 2022 Budget.
- When an ISA form is completed and signed by Seller the form is automatically sent to the indicated Buyer for signature. Once both Seller and Buyer sign off, OMB receives the ISA for review.
- Once the ISA is approved by OMB, both Seller and Buyer Departments are notified.
- Indirect and Fringe rate details may be found on the website under the Resources tab.
- Please address your questions to Irina Sedighi

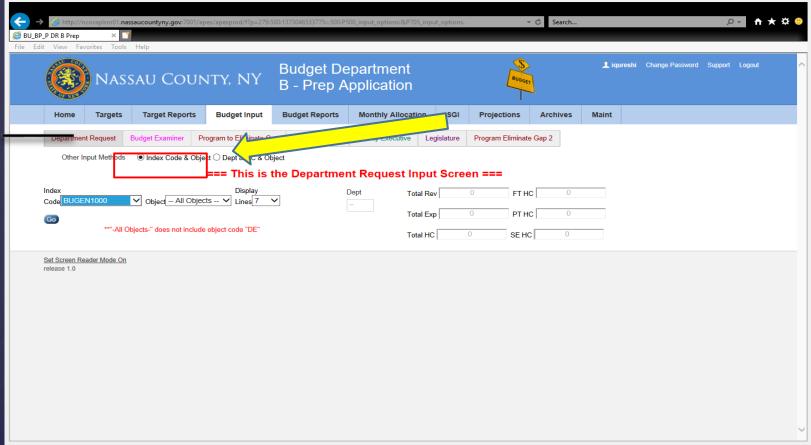


How Do I Enter Budget Data?

- Go to the Budget Input Tab
- You have two options to enter data :
 - > Option 1 : index code level by object
 - > Option 2 : control center level by object
- Both options summarize the total head count entered for Full-time,
 Part-time and Seasonal within the Index code that you are working on
- You can switch between the two options to input the data
- Enter Total Departmental Requests NOT adjustments to the targets
- Departments should explain budgetary needs by using Edit & Notes in APEX
- o If additional codes need to be added contact Jeff Nogid



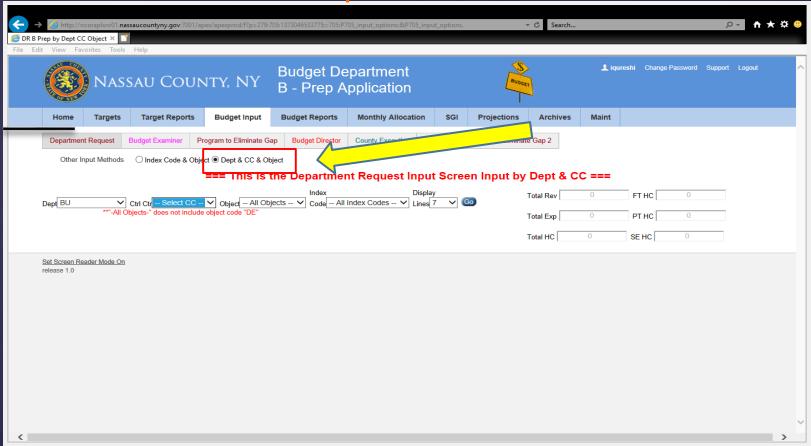
How Do I Enter Data? Option 1





How Do I Enter Data?

Option 2

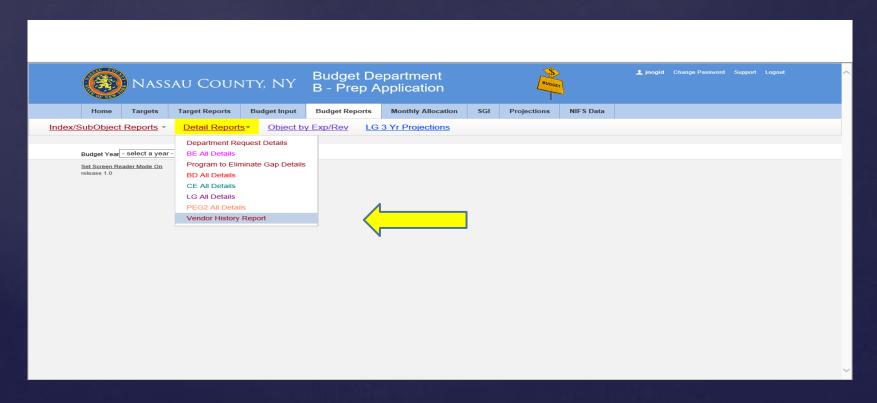




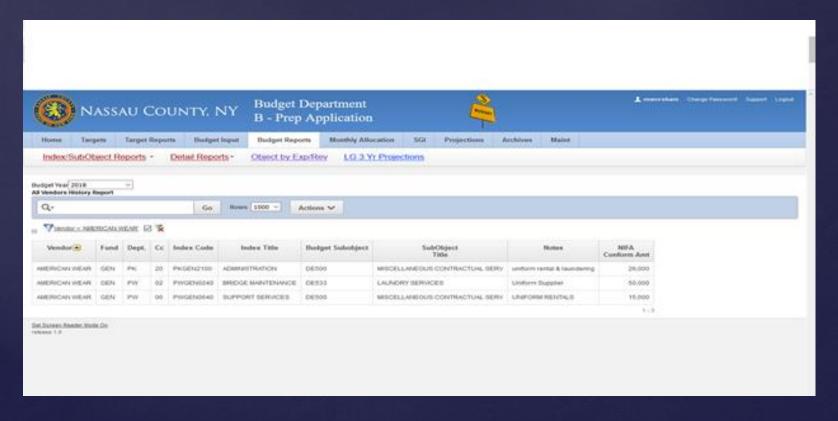
- Select DE in the Object drop down menu
 - You will not be allowed to enter a gross number at the sub-object level
- Click the edit button to access the detail screen
- Prior Year submissions are listed by vendor NO PRIOR YEAR AMOUNTS
 ARE INCLUDED
- Mandated/Non Mandated must be selected in order to submit
 (MUST FILL OUT ALL FIELDS OR DATA WILL CLEAR WHEN SUBMITTED)
- o If mandated you must specify the Local Law or Authority in the notes
- Enter reimbursement rate if applicable
- After you finished entering your contract information click "Submit" then click "Go Back" and check your submission in the "Dept. Request Amt." column

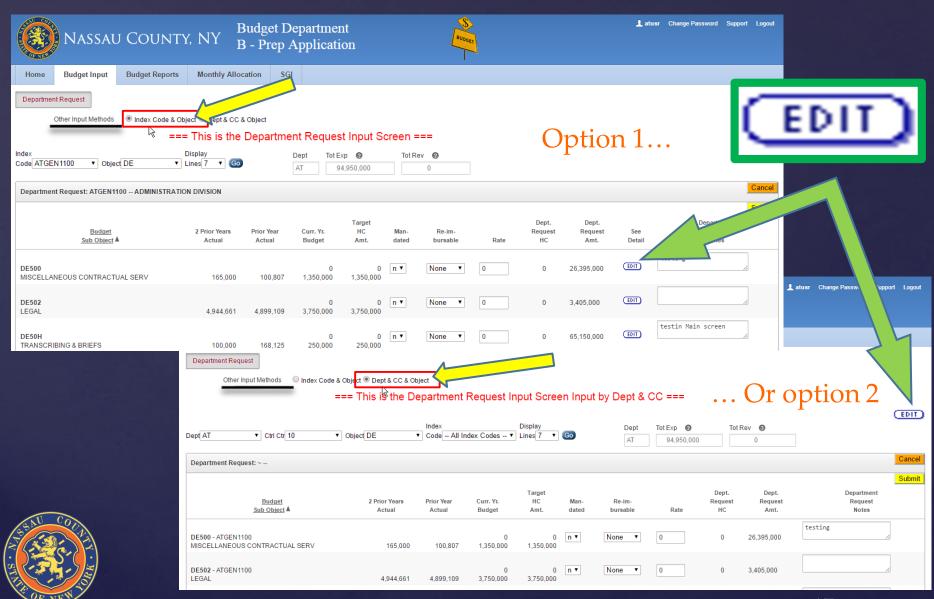


- To continue finding ways of reducing costs, a report with the 2021
 County-wide budgeted contracts is available to all agencies.
- This report gives the opportunity to cross reference services with other agencies and perhaps negotiate better rates or consolidate similar services
- The following slide shows how to view the report



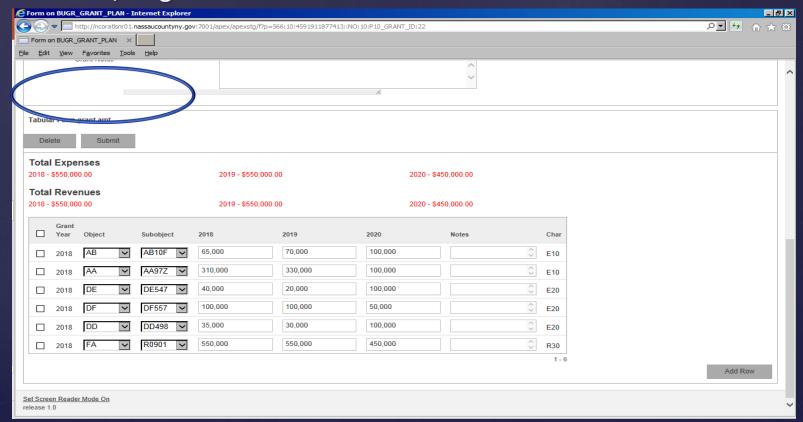
- Departments can sort by vendor and see if multiple agencies use the same vendor
- The following report shows an example of one vendor with more than one department





Submitting the Budget

- Upon completion of your input, click "submit" and your submission is now saved
- Once it is submitted, additional changes can be made prior to the deadline, August 6



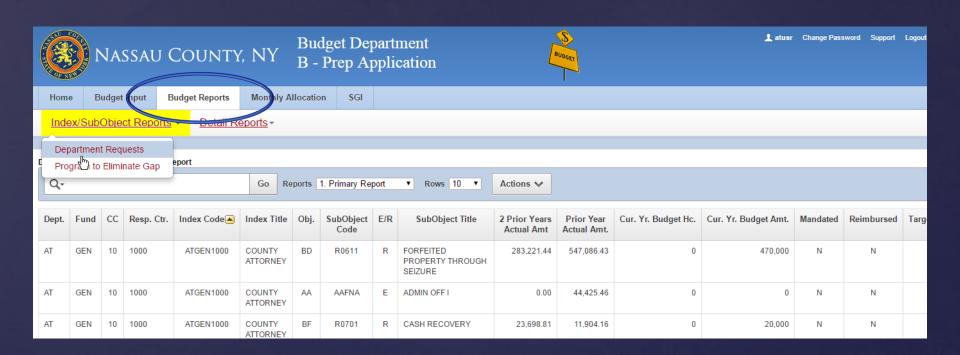


Creating Budget Reports

- Select the Budget Reports Tab
- Click on Actions Button
- Select Columns
- Manipulate data
- Save and name reports
- Download data to Excel (Click on CSV)
 - > For your convenience remember to save as an Excel document
- Help provides detailed information for each icon
- For detailed help with creating reports please contact Irfan Qureshi,
 or your Budget Analyst
- These same steps can be followed for the new County-Wide Vendor reports



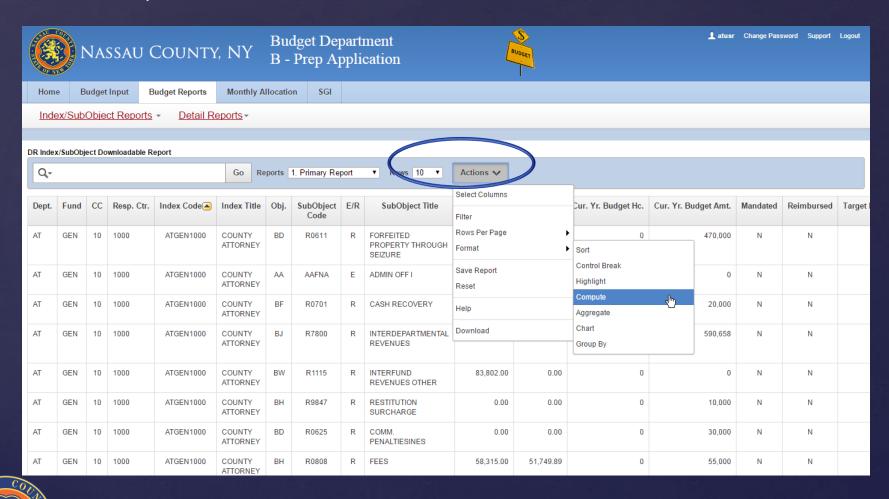
Creating Reports





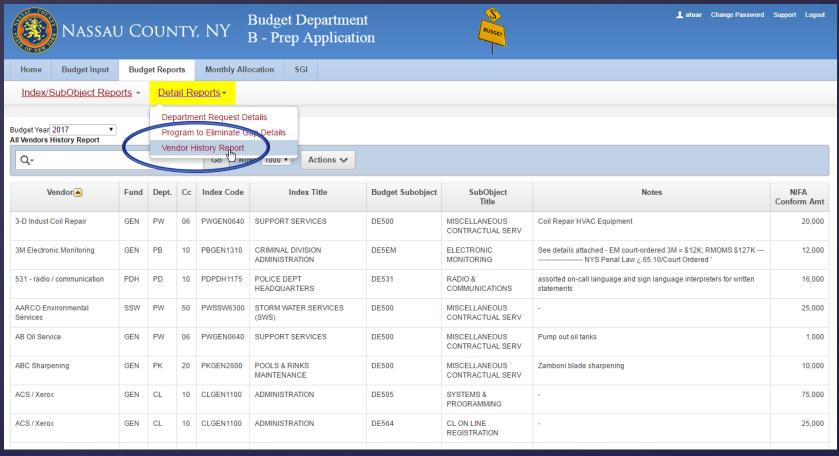
Creating Reports

General Reports



Creating Reports

Budgeted vendors reports

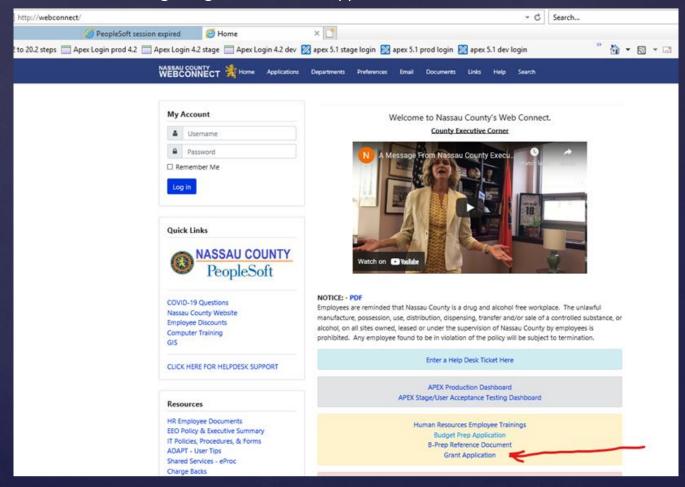




2022 Grants Plan

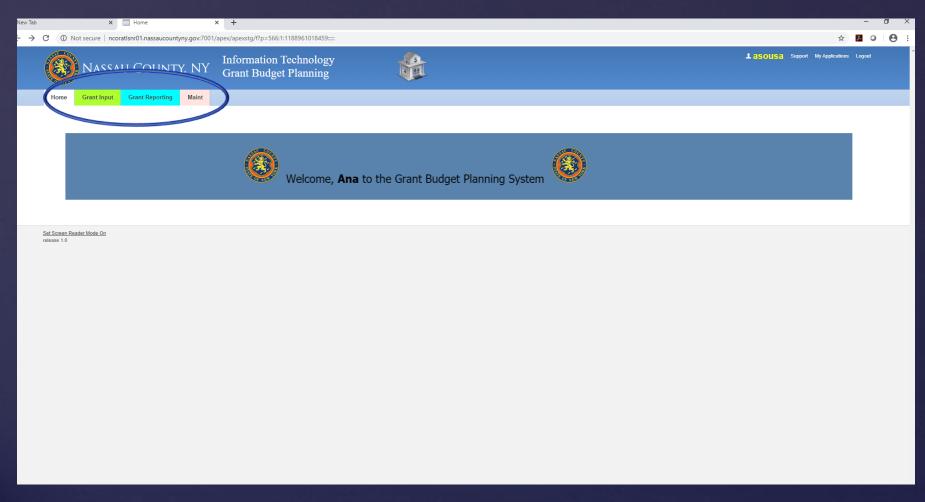
- OMB will publish a 2022 Grant Plan during 4th Quarter 2021
- The Grants Application has been updated for 2nd year in a row. Take care to enter in all new and changed fields
- If during last year's 2020 Grants Plan Submission, Departments included 2022 and 2023 budgets, then those budgets have been rolled over and uploaded into the 2022 Grants Application as a starting point. Individuals will need to review and edit before final submission
- 2022 Grant Plan submission is due by August 16, 2021
- If you have not already done so, all approved, pending and potential grant awards anticipated during 2021 and projected for 2022 through 2024 must be entered into the Grants Application
 - If you need assistance with this application contact Daniela Capozzo

- The Grant Application is located in a different module than the Budget Prep Application: https://apex5.nassaucountyny.gov/ords/f?p=DASH
- If individuals have access to the Budget Prep application, then when logging onto the dashboard they should see a separate card to click on for the Grant application
- Another method to getting into the Grant application is thru webconnect. See link below:





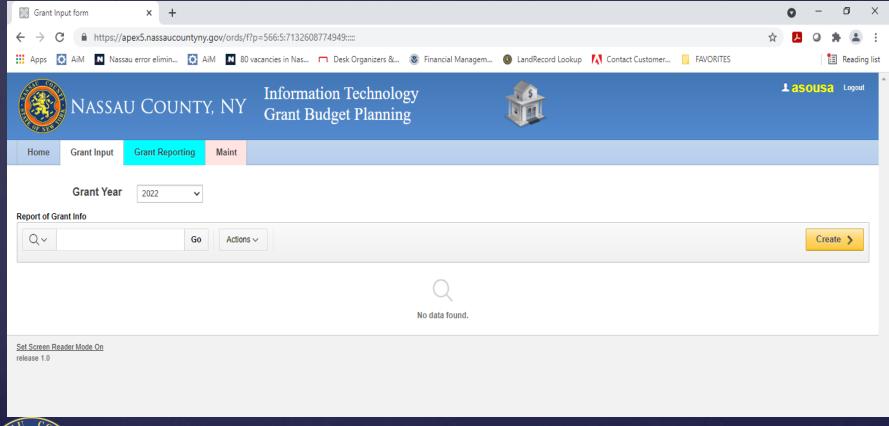
How To Access Grant Input





Grant Input: Selecting The Year

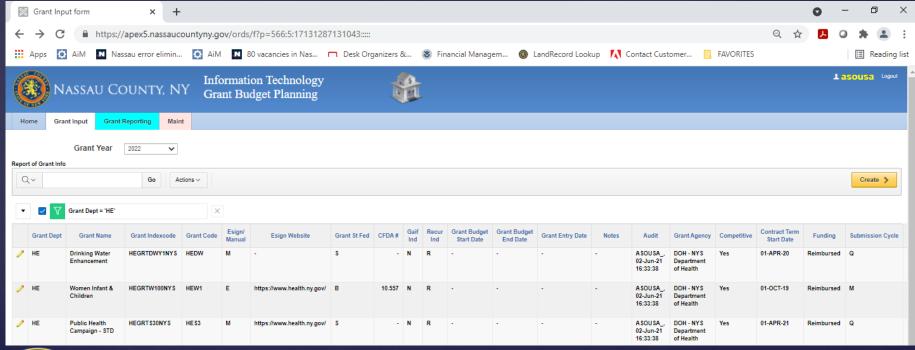
- When selecting grant year 2022, it will prompt a running list of grants entered last year with 2022 and 2023 plan out years
- The 2022 plan details will be automatically populated. You will need to review data and update if necessary





Grant Input: Editing Pre-populated Grant Data

- To edit pre-populated grant data, click on pencil image in first column for each of the grants and a Grant Plan Basic Info screen will pop up for editing
- If a pre-populated grant is no longer valid, you will click on the pencil image in order to get to the Grant Plan Basic Info screen and you will click the Delete button on the top right section of the screen





Inputting Grant Information

 You will be prompted to add additional new information on this screen as well as on the Grants Amount screen (next page)

Form on BUGR_GRAN			tinished w	ith dat	a Antrv	hit Annly Cha	anges h	utton to cal	ntura	entries to da	το		0	-	ð	×
← → C 🗎 ht	tps://ap	ex5.nassaucoun	tyny.gov/ords/f?p=	566:10:3336	5075083223:::	10:P10_GRANT_ID:21	04				:	Q ☆	人	0	* 2) :
Apps 🖸 AiM 🖪	Nassau	u error elimin	AiM N 80 vaca	ncies in Nas	. 🗖 Desk O	rganizers & 🍣 Fina	ancial Manage	m 🚳 LandRecord	d Lookup	Contact Customer	FAVORITES			[Read	ding list
NASSAU	Cot	JNTY, NY	Information T Grant Budget											⊥ asoı	usa ^u	ogout
Home Grant Input	Grant Rep	oorting Maint														
Grant Plan Basic Info										Cancel	Delete Apply Chan	Confir	rm Grant I	Info has be	en update	ed
Grant	t Year 2	2022														71
	Dept	HE - Health	~				Grant Name	Women Infant & Children								
Grant	_	HEW1					Grant Indexcode	HEGRTW100NYS			N	ew				
		BOTH ✓ No ○ Yes		CFDA#	10.557	Grantor Agenc		Department of Health		~				-		
Is there a County m		No Yes	Match source	General	~		Match Dollar Amt		1000	or Match Per	centage 10			Char	iged	
expe	cted?	_		ew		Projected	Dovid Dollar Arric			50				т		
New/Recur		New Recurring				Competitive/No	on-Competitive?	○ Competitive Non-C	Competitive					J		
Grant Bi Start	udget [0 t Date	01-Oct-2021	::				Grant Budget End Date									
	_			contract term; p	opulate Contract	Term Start Date and End D				1.52						
Grant Contract Start		01-OCT-2019				Gran	nt Contract Term End Date	30-SEP-2022								
E-sign/M	lanual C	E-Signed Manual				If ESign, Portal / website https://www.health.ny.g		applied thru:								
Grantor We	ebsite H	nttps://www.health.ny.gov/	,			nttps://www.neaitn.ny.g	jov/									
	itor Contact		Phone			Email										
Jam	nes Leo		212-417-57	758		james.leo@health.ny.g	lov	O Primary	Backup							
								O Primary(Backup							
Grant I		Toyid funding to be s consists of a nurse's	pent PPE. Match from Ge	eneral fund				* Grant Funding	Advance	ed Reimbursed						
			Juliu Hange					Claim Submission Cycle	O Annual	Monthly Other Quarte	rly					
	97	7 of 400						Outlook of Future Award	supposed 1	been received for many year to be released in 2021 but of extending grant term for an	lid not. NYSDOH					
									153 of 1000		//					
		of FTEs				ant covers Salary Expense (eneral Fund O Grant Both		FTE payroll is paid out o	of:							
# of 8	FTE's	15			0 6	eneral Fund Grant Both	'									



Inputting Grant Amounts – Exp / Rev

- o Once the Grants Basic Input Screen is completed, then Expenses and Revenues are to be entered next
- o Information will be automatically populated in 2022 column if in the prior year data was entered for the out years
- Should prior year data require updating; add reason in the Notes section
- New object codes can be added and existing ones edited
- For grants with DE budgeted lines, include vendor names or services description (if vendor tbd) to be contracted
- o Once all fields have been completed and you are ready to finalize, then hit the Confirm Grant Info button on top of page



