

2017 Budget Prep Seminar



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2017 Budget Development Calendar

Date	Activity
5/9	Departmental Narratives Due Back to OMB
6/2, 6/3	Budget Seminars and Distribution of Budget Preparation Materials
6/3	Apex open
7/1	Budget Submissions Due Back to OMB
7/1	OMB and County Executive Review of Budget Submissions
9/15	Proposed Fiscal 2017 Budget and 2017-2020 Multi-Year Plan Released
TBD	Legislative Budget Hearings
TBD	Deadline for Legislature to Adopt Budget and Multi-Year Plan



Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 5/12/2016 Payroll. Full-Time targets include salary structure according to the labor agreements (CSEA, PBA, DAI, SOA and COBA)
- Part-Time & Seasonal Targets – In the past OMB did not provide a target for HC. That is changing this year. Part-Time targets include HC and minimal increase for COLA. Seasonal salaries include HC and same level as 2016.
- Salary Extras, with the exception of Longevity and Terminal Leave, are preloaded at the level of the 2016 Budget, fringes are budgeted centrally by OMB.
- OTPS & Revenue Targets have been preloaded based on the prior year end results from 2014 and 2015, as well as adjustments based on the 2016 Budget.
- BJ/HF should **not** be entered by the Departments, a member of the OMB Staff will be coordinating the ISA process (See ISA Slide)



How Do I Enter The Data?

- Go to the Budget Input Tab
- Data is entered at the index code level by object
- Enter **Total Departmental Requests** instead of adjustments to the targets
- APEX allows users to provide more information to explain budgetary needs – **Edit & Notes**
- Any additional codes that need to be added contact Irfan Qureshi, Performance Management Coordinator (See Contact List)



How Do I Enter The Data?

BU_BP_P DR B Prep - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:500:9287229918524:::

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input Budget Reports

Department Request Budget Examiner Budget Director County Executive Legislature

=== This is the Department Request Input Screen ===

Index Code: Object: Display Lines: Dept: Total Exp: Total Rev:

***-All Objects-" does not include object code "DE"

Department Request: BUGEN1000 -- OFFICE OF MANAGEMENT AND BUDGET

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Mandated	Re-imbursable	Rate	Dept Request HC	Dept. Request Amt.	See Detail	Department Request Notes
DD419 MISCELLANEOUS SUPPLIES AND EXPENSES	1,038	1,779	5,100	5,100	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5,100"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD404 EDUCATIONAL & TRAINING SUPPLIES & EXPENSE	0	289	2,100	2,100	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2,100"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD402 POSTAGE DELIVERY	248	224	500	500	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD384 MEMBERSHIP FEE	0	16,386	0	0	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD30R RAIL/AIR TRAVEL EXPENSE	0	0	1,000	1,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1,000"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD300 OFFICE SUPPLIES & COPY PAPER	6,647	3,915	8,400	8,400	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8,400"/>	<input type="button" value="EDIT"/>	<input type="text"/>

1 - 6



How Do I Enter Contract Detail?

- 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)
- If mandated you must specify the Local Law or Authority in the notes
- Enter reimbursement rate if possible
- After you finished entering your contract information click “Submit” then click “Go Back” and check your submission in the “Dept. Request Amt.” column



How Do I Enter Contract Detail?

BU_BP_P BPI Detail - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:510:9287229918524::NO::P510_BPI_ID,P510_PG_CAME_FROM,P510_OBJECT:7946,5020,DE

NASSAU COUNTY, NY Budget Department
B - Prep Application

Subject Item [GoBack](#) [Downloadable Report](#)

Budget Title: Detail
Sub Object: MISCELLANEOUS CONTRACTUAL SERV Total HC 0
DE500 Detail
Total Amt. 1,495,094

Item Details [Delete](#) [Submit](#)

Please enter mandate values prior to submitting changes

<input type="checkbox"/>	Item	Mandate	Reimbursed	Head Count	Rate	Amount	Notes
<input type="checkbox"/>	3-D Indust Coil Re	y	None	0	0	40,000	HVAC Coil Repair - Quest pending at \$40,000
<input type="checkbox"/>	Able Wildlife Solut	y	None	0	0	8,571	Nuisance & Wildlife Trapping
<input type="checkbox"/>	ACE	y	None	0	0	17,143	Fuel Pump Computer equipment repairs
<input type="checkbox"/>	American Cleaner	n	None	0	0	857	**NOT MANDATED** Drape Cleaning
<input type="checkbox"/>	American Ind Clea	y	None	0	0	8,571	**NOT MANDATED** Carpet & Upholstery Cleaning
<input type="checkbox"/>	American Pad EX	n	None	0	0	12,286	**NOT MANDATED** Floor Mats PD Rental, Cleaning
<input type="checkbox"/>	Amity Vacuum	n	None	0	0	8,571	**NOT MANDATED** Floor Cleaning Equipment Maint & Repair
<input type="checkbox"/>	BK Engineering	y	None	0	0	38,095	Fire Suppression Fuel Pumps
<input type="checkbox"/>	Bug Free	y	None	0	0	0	Moved to DE571



Creating 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, [See Help Slide](#))
- For detailed help with creating reports please contact Matt Ronan, Martha Worsham or your Budget Analyst (Contact list on last slide)



Creating Reports

BU_BP_P Downloadable Rep x

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/?p=279:521:15792947638258::NO

Apps APEX 4.2 Actuate BIRT Perform... https--intime.nassauc... Nassau County Civil S... Nassau County - Web... ftp://10.101.100.118/... 10 Day Weather Fore... Nassau County Defer... NCCSC Login Other bookmarks

 **NASSAU COUNTY, NY** Budget Department
B - Prep Application

kdolan Change Password Support Logout

Home Budget Reports

Index/SubObject Reports - Detail Reports -

Department Requests
Program to Eliminate Gap
Proposed Budget
Adopted Budget

Downloadable Report

Go Rows 10 Actions

Dept.	Fund	CC	Index Code	Resp. Ctr.	Index Title	Obj.	Budget Subobject	E/R	BSO Title	2 Prior Years Actual Amt	Prior Year Actual Amt.	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated	Reimbursed	Department Notes
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	BH	R0801	R	MISC RECEIPTS	2,055.55	212	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	SA	R1001	R	REIMBURSED EXPEND	-6,167.37	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZML	E	AUTO MILEAGE	338.94	405	0	300	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAABK	E	CLERK II	42,823.05	45,477	1	46,871	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AABHF	E	MANAGER OF COMPUTER OPERATIONS	35,613.39	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAVY9	E	HEALTH INSURANCE BUYBACK	8,000.08	5,333	0	4,004	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZY8	E	OVERTIME	41,001.54	93,657	0	20,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA9PD	E	COMMISSIONER OF INFO TECHNOLOGY	129,999.92	130,932	1	130,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADV1	E	LOCAL AREA NETWORK & PERS COMP MGR	132,557.99	138,001	1	138,751	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZY3	E	DIFFERENTIAL	4,417.84	1,827	0	0	N	N	-



Creating Reports

BU_BP_P Downloadable Rep: x

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/?p=279:521:15792947638258::NO

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Reports

Index/SubObject Reports - Detail Reports -

DR Index/SubObject Downloadable Report

Q- Go Rows 10 Actions

Dept.	Fund	CC	Index Code	Resp. Ctr.	Index Title	Obj.	Subj.	2 Prior Years Actual Amt	Prior Year Actual Amt.	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated	Reimbursed	Department Notes
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	BH	R	2,055.55	212	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	SA	R	-6,167.37	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA	338.94	405	0	300	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA	42,823.05	45,477	1	46,871	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AABHF E	35,613.39	0	0	0	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAY9 E	8,000.08	5,333	0	4,004	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZ8 E	41,001.54	93.657	0	20,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AA9PD E	129,999.92	130,932	1	130,000	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADV1 E	132,557.99	138,001	1	138,751	N	N	-
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAZY3 E	4,417.84	1,827	0	0	N	N	-



IT Maintenance Agreement: New Policy

As of 2017 the IT Department will centralize the management of all contracts related to maintenance and software. To accomplish this task the following has taken place:

- OMB has compiled a list of all countywide contracts budgeted in 2016 under sub-object codes DE505 – Systems & Programming and DE5A5 – Software Contracts.
- Departments were asked to review the list and add any new contracts or delete contracts that were no longer current.
- All current contracts have been removed from the Department's targets and allocated under IT's budget.
- Any new maintenance and software contracts have also been added to IT's targets.



Performance Management

For your Fiscal 2017 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 must participate in the ISA process in order to properly record and claim the expense. The main objective is to maximize the counties revenue reimbursement.
- 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 please use revenue codes BW for inter-fund revenue and expense code HH for inter-fund charges.
- Example: Bureau of Printing & Graphics. When a department requests printing materials they become the buyer and Printing and Graphics becomes the seller.



Interdepartmental Service Agreements

- Seller departments must complete the ISA form and summary sheet available in the 2017 Budget Preparation Manual located on the County website: (<http://www.nassaucountyny.gov/agencies/OMB/budgetdocs.html>)
- Buyer departments must contact the seller department or OMB to ensure an ISA agreement is included in the 2017 Budget.
- When an ISA form is completed and signed by Seller the form is sent to the Buyer for signature and returned back to the seller
- Seller must submit a copy of the signed ISA form to OMB (Attn: Anthony Romano, Senior Budget Analyst) along with summary sheet available in the 2017 Budget Preparation Manual
- When calculating indirect cost and fringe please use updated rates found in the 2017 Budget Preparation Manual and the most current 2016 indirect cost rate sheet located on the OMB website.
- Any questions or concerns related to the completion of the ISA form please contact Anthony Romano, Senior Budget Analyst (See Contact List)



2017 Grants Plan

- New APEX Grant Input Application for the 2017 Budget Process.
- The Grant Application is located in a different module than the Budget Prep Application: <http://ncoratlsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566>
- 2017 Grant Plan submission is due by **July 15, 2016**

The screenshot shows the Nassau County Webconnect intranet homepage. The browser address bar displays 'webconnect'. The page header includes the Nassau County logo, the text 'Webconnect Nassau County Government Intranet', and a navigation menu with links for Home, Apps, Departments, Preferences, Email, Documents, Links, and Help. A 'Login' link is also present.

The main content area is divided into several sections:

- My Applications**: A section with various application tiles including 'My Department', 'NASSAU TIME', 'GIS', 'NEWSS Nassau Enterprise Wide Solution', 'H R Employee Documents', 'ADAPT - User Tips', 'EEO Policy', 'IT Policies Procedures, & Forms', 'Door Access Registration', 'County Employee Discounts', and 'Computer Training'.
- County Executive Corner**: A section featuring a photo of Edward Mangano and a list of news releases:
 - 5-31-2016: **Mangano: Extinguish The Fire Challenge** - Nassau County Executive Edward Mangano and Nassau University Medical Center (NUMC) CEO/President Dr. Victor Politi joined with physicians from NUMC's Burn Center and fire safety officials today to issue a health warning to local parents and teenagers about the popular internet fire challenge. [Click here to see the full News Release](#)
 - 5-31-2016: **Mangano Urges Residents To Prepare For Hurricane Season**
 - 5-26-2016: **Mangano Announces Free Rabies Vaccination Clinics For Dogs, Cats And Ferrets**
 - 5-26-2016: **Mangano & Singas Announce STOP-DWI Initiative For Memorial Day Weekend**
 - 5-26-2016: **Mangano Helps Homeowners File For Property Tax Relief By Offering July Workshops**
- Nassau County HCM Parallel Test Login**: A yellow banner with a red star icon and the text '2017 Budget Prep Application'.
- 2017 Grant Application**: A section with a black arrow pointing to the text '2017 Grant Application' and 'Check Out The Nassau County News'.
- NOTICE:** A blue box containing the text: 'Employees are reminded that Nassau County is a drug and alcohol free workplace. The unlawful manufacture, possession, use, distribution, dispensing, transfer and/or sale of a controlled substance, or alcohol, on all sites owned, leased or under the supervision of Nassau County by employees is prohibited. Any employee found to be in violation of the policy will be subject to termination.'



How To Access Grant Input

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Grant Report, Home
- Address Bar:** ncoratlsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:1:1865145959111:.....
- Page Header:** NASSAU COUNTY, NY Information Technology Grant Budget Planning. Includes a user profile for 'apersich' with links for Support, Authorization, and Logout.
- Navigation Menu:** Home, Grant Input (highlighted in green), Grant Reporting (highlighted in cyan), Maint.
- Main Content Area:** A central message reads "Welcome, **Andrew** to the Grant Budget Planning System" flanked by two circular logos of Nassau County, NY.
- Footer:** A small link "Set Screen Reader Mode On" with "release 1.0" below it.

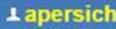


Grant Input: Selecting The Year

Grant Report | Grant Input form

ncoratlsnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:5:1865145959111::NO:::

Apps | APEX 4.2 | Log On to IBM Cognos | https://www.nassaucou... | APEX Contract Routing | Actuate BIRT Performa... | Nassau County Civil Ser... | Nassau County - Webco... | ftp://10.101.100.118 | Other bookmarks

 **NASSAU COUNTY, NY** Information Technology Grant Budget Planning  Support Authorization Logout

Home Grant Input **Grant Reporting** Maint

Grant Year - Select Year -
- Select Year -
2016
2017
2018
2019
2020

[Set Screen Reader Mode On](#)
release 1.0



Grant Input: Creating An Entry

Grant Report Grant Input form

ncoratl5nr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:5:1865145959111::NO::

Apps APEX 4.2 Log On to IBM Cognos https://www.nassaucou... APEX Contract Routing Actuate BIRT Performa... Nassau County Civil Ser... Nassau County - Web... ftp://10.101.100.118 Other bookmarks

 **NASSAU COUNTY, NY** Information Technology
Grant Budget Planning  **apersich** Support Authorization Logout

Home Grant Input **Grant Reporting** Maint

Grant Year 2017

Report of Grant Info

 Go Actions ▾ Create >

	Grant Dept	Grant Name	Grant Indexcode	Grant Code	Esign/Manual	Esign Website	Grant St Fed	Galf Ind	Recur Ind	Grant Start Date	Grant End Date	Grant Entry Date	Notes	Audit	Grant Agency
	BU	BALANCED BUDGET - AWARD	BUGEN1770	BUX1A	E	usdoe.us	F	Y	N	12-MAY-16	27-DEC-16	-	-	APERSIC:16138130812	DHS - NYS DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY
	HI	Housing	hegrt85000	HE85	M	-	F	N	R	01-OCT-16	31-OCT-17	-	-	ATUSR__16132095314	HCR - NYS Homes & Community Renewal
	HE	methadone	bhgrt1000	BH9Y2	M	-	F	Y	R	01-JAN-16	31-DEC-16	-	-	ATUSR__16132101235	HFA - NYS Housing Finance Agency

1

[Set Screen Reader Mode On](#)
release 1.0



Inputting Grant Information

Grant Report Form on BUGR_GRANT_PLA

ncoratl1sr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:10:1865145959111::NO:10:P10_GRANT_YEAR:2017

Apps APEX 4.2 Log On to IBM Cognos https://www.nassaucou APEX Contract Routing Actuate BIRT Performer Nassau County Civil Ser Nassau County - Webc ftp://10.101.100.118 Other bookmarks

 **NASSAU COUNTY, NY** Information Technology Grant Budget Planning  **apersich** Support Authorization Logout

Home Grant Input **Grant Reporting** Maint

Grant Plan Basic Info Cancel Create

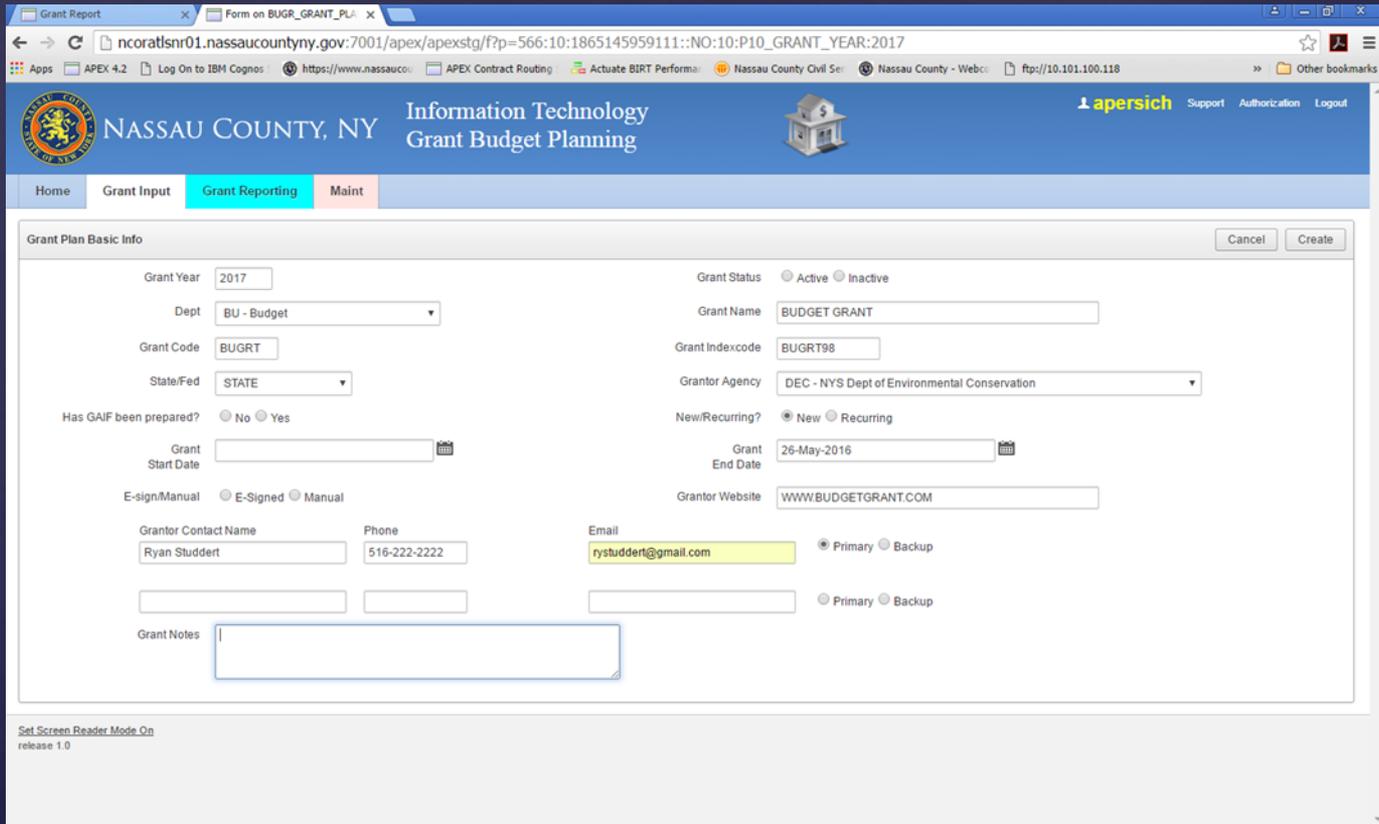
Grant Year	<input type="text" value="2017"/>	Grant Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Dept	-- Select Dept --	Grant Name	<input type="text"/>
Grant Code	<input type="text"/>	Grant Indexcode	<input type="text"/>
State/Fed	- Select Grant Type -	Grantor Agency	- Select Agency -
Has GAIF been prepared?	<input type="radio"/> No <input type="radio"/> Yes	New/Recurring?	<input checked="" type="radio"/> New <input type="radio"/> Recurring
Grant Start Date	<input type="text"/>	Grant End Date	<input type="text"/>
E-sign/Manual	<input checked="" type="radio"/> E-Signed <input type="radio"/> Manual	Grantor Website	<input type="text"/>
Grantor Contact Name	Phone	Email	<input type="radio"/> Primary <input type="radio"/> Backup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Primary <input type="radio"/> Backup
Grant Notes	<input type="text"/>		

[Set Screen Reader Mode On](#)
release 1.0



Inputting Financial Information

- The next screen is where the financial information for the Grant is entered
- Revenue MUST equal Expense
- If Grant is recurring please input your projection for the next two years



The screenshot displays a web browser window with the URL https://nccoratlisnr01.nassaucountyny.gov:7001/apex/apexstg/f?p=566:10:1865145959111::NO:10:P10_GRANT_YEAR:2017. The page header includes the Nassau County, NY logo and the text "Information Technology Grant Budget Planning". The navigation menu shows "Home", "Grant Input", "Grant Reporting" (highlighted), and "Maint".

The main form is titled "Grant Plan Basic Info" and contains the following fields:

- Grant Year: 2017
- Dept: BU - Budget
- Grant Code: BUGRT
- State/Fed: STATE
- Has GAIF been prepared?: No Yes
- Grant Start Date: [Calendar icon]
- E-sign/Manual: E-Signed Manual
- Grantor Contact Name: Ryan Studdert
- Phone: 516-222-2222
- Email: Primary Backup
- Grant Notes: [Text area]
- Grant Status: Active Inactive
- Grant Name: BUDGET GRANT
- Grant Indexcode: BUGRT98
- Grantor Agency: DEC - NYS Dept of Environmental Conservation
- New/Recurring?: New Recurring
- Grant End Date: 26-May-2016
- Grantor Website: WWW.BUDGETGRANT.COM

Buttons for "Cancel" and "Create" are located at the top right of the form. At the bottom left, there is a small text box that says "Set Screen Reader Mode On release 1.0".



Submitting An Entry

- Upon completion of your input click submit and your submission is now final
- Any changes to the entry must be done by OMB

Tabular Form grant amt

Total Expenses
2017 - \$350,000.00 2018 - \$350,000.00 2019 - \$350,000.00

Total Revenues
2017 - \$350,000.00 2018 - \$350,000.00 2019 - \$350,000.00

<input type="checkbox"/>	Grant Year	Object	Subobject	2017	2018	2019	Notes	Char
<input type="checkbox"/>	2017	AA	AA97Z	200,000	210,000	230,000		E10
<input type="checkbox"/>	2017	AB	AB10F	60,000	65,000	70,000		E10
<input type="checkbox"/>	2017	DD	DD498	40,000	35,000	30,000		E20
<input type="checkbox"/>	2017	DE	DE547	50,000	40,000	20,000		E20
<input type="checkbox"/>	2017	FA	R0901	350,000	350,000	350,000		R30

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Contact List

OMB STAFF

Roseann D'Alleva	Budget Director	571-0525
Doug Cioffi	Manager, Performance Management	571-6333
William Cote	Budget Analyst	571-5735
Steve Conkling	Debt Manager and Financial Analyst	571-3023
Robert Conroy	Deputy Budget Director	571-6335
Joseluis Dias	Budget Analyst	571-0556
Richard Haemmerle	Operations Analyst	571-0797
Ann Hulka	Deputy Budget Director	571-0423
Jessica Lamendola	Manager of Fiscal Projects	571-7736
Thomas Love	Budget Analyst	571-7713
Steven Munzing	Operations Analyst	571-0799
Chris Nolan	Deputy Director	571-4269
Andrew Persich	Deputy Director, Grants Management	571-0413
Irfan Qureshi	Manager, Performance Management	571-0462
Anthony Romano	Senior Budget Analyst	571-4385
Matthew Ronan	Senior Budget Analyst	571-7735
Joseph Schiliro	Senior Budget Analyst	571-4373
Michael Vocatura	Budget Analyst	571-5788
Martha Worsham	Deputy Budget Director	571-1459
Technical Support	Help Desk	1-HELP (1-4357)



Monthly Allocation Plan

- The Monthly Allocation Plan is the new title for the Spending Plan.
- After the 2017 Budget has been adopted, Departments will be able to input their 2017 spending and revenue plans into the Monthly Allocation Application in APEX
- The adopted amounts for object and sub-object code will be loaded and Departments will have the opportunity to allocate the budget for each code for each month of the year (including Month 13). This will serve as each Department's Allocation Plan for 2017.
- At the end of each month in 2017 Departments will be required to enter variance explanations for each code where a substantial difference from the current actual spending/revenue and the submitted Monthly Allocation Plan exists. Departments are currently performing this task in 2016.



Monthly Allocation Plan

The Monthly Allocation Plan APEX Application is comprised of the following tabs:

- **Allocation Plan Tab:** Departments will allocate their 2017 Adopted Budget by month for all expense and revenue Object and Sub-object codes
- **Allocation Plan Report Tab:** Create reports of Allocation Plan data – similar to the Budget Prep Application report feature
- **Allocation Explanations Tab:** Departments will enter their variance explanations each month for expense and revenue codes
- **Allocation Explanations Report Tab & Allocation by Exp/Rev Reports Tab:** Again, similar capabilities to the other report features discussed earlier.



Monthly Allocation Application

- Allocation Plan Tab

Monthly spending Input

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:205:30389656490839::NO:RP::

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Targets Target Reports Budget Input Budget Reports Monthly Allocation SGI Projections Archives Maint

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Exp/Rev Reports

Total Orig Budget 5,000 Total Spend Plan 5,000 Total Variance to Budget 0

Choose Criteria

Year 2016 Fund GEN Dept & CC BU 10 Object BB Go

Monthly Allocation Input Form

Sub Object	Original Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Month 13
BB210 SAFETY & SECURITY EQUIPMENT	5,000	0	0	0	0	0	2,500	0	0	0	0	0	2,500	0

download

Set Screen Reader Mode On
release 1.0



Monthly Allocation Application

- Allocation Plan Report Tab

Monthly spending Input - rea... x

ncoraplstr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:206:13125231236111:NO:RP::

NASSAU COUNTY, NY Budget Department B - Prep Application

Home Budget Input Budget Reports Monthly Allocation SGI

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Exp/Rev Reports

Choose Criteria

Year 2016

Q- Go Actions

Dept	CC	Fund	Object	SubObject	Plan Feb	Plan Mar	Plan Apr	Plan May	Plan Jun	Plan Jul	Plan Aug	Plan Sep	Plan Oct	Plan Nov	Plan Dec	Plan Mon13	Total Plan		
IT	10	GEN	AA	AAZY9 - HEALTH INSURANCE BUYBACK	0	0	0	3446	0	0	0	0	0	3692	0	0	15,999		
IT	40	TCF	DE	DESAS - SOFTWARE CONTRACTS	0	0	0	0	0	0	0	0	0	0	0	0	0		
IT	10	GEN	AA	AAZMM - SUPPER MONEY	1712	2176	1890	1979	1792	2176	2318	2675	2434	2550	2978	2541	27,239		
IT	10	GEN	AA	AAZY3 - DIFFERENTIAL	2856	3504	2782	2636	2468	2440	2936	3708	2552	2070	2239	1504	33,400		
IT	10	GEN	AA	AAZY7 - HOLIDAY PAY	7587	8371	1271	0	1695	864	5124	2765	1787	5233	18844	5305	60,000		
IT	10	GEN	AA	AAZY8 - OVERTIME	938,500	1294	54175	63907	69087	65078	64329	60458	85098	100858	72718	92029	116600	92870	938,501
IT	10	GEN	AA	AAZYS - STANDBY PAY	14,000	70	1140	1194	938	716	1109	946	1658	1658	1007	854	1276	1433	13,999
IT	10	GEN	AA	AAZZO - CAPITAL BACKCHARGE OT	-318,500	0	0	-79625	0	0	-79625	0	0	-79625	0	0	-318,500		
IT	10	GEN	AA	AAZZS - CAPITAL BACKCHARGE ST TIME SAL CREDIT	-1,237,624	0	0	0	0	0	0	0	0	-767115	-214152	-256357	-1,237,624		
IT	10	GEN	BJ	R7800 - INTERDEPARTMENTAL REVENUES	8,363,595	0	0	2090899	0	0	2090899	0	0	2090899	0	0	2090899	8,363,595	



Monthly Allocation Application

- Allocation Explanation Tab

The screenshot displays the 'Monthly Allocation Explain Variance Form' in a web browser. The page header includes the Nassau County NY logo and 'Budget Department B - Prep Application'. The navigation menu shows 'Monthly Allocation' as the active tab. Below the navigation, there are tabs for 'Allocation Plan', 'Allocation Plan Report', 'Allocation Explanations', 'Allocation Explanations Report', and 'Allocation by Exp/Rev Reports'. The 'Allocation Explanations' tab is selected.

The 'Choose Criteria' section shows the following filters: Year: 2016, Month: MAY, Fund: GEN, Dept & CC: IT 10, Object: DE. A 'Go' button is present.

The 'Monthly Allocation Explain Variance Form' table contains the following data:

Sub Object	Original Budget	Month chosen	APR PLAN	MAY PLAN	JUN PLAN	Qtr Total	APR CUR	MAY CUR	JUN CUR	Variance To MAY	YTD Plan	YTD Cur Oblig	Variance YTD	Explain May YTD
DES00 MISCELLANEO US CONTRACTUA L SERV	1,720,500	MAY	329,651	496,101	14,686	842,438	170,649	184,721	0	313,380	1,561,324	906,843	654,481	
DES05 SYSTEMS & PROGRAMMIN G	1,560,000	MAY	24,709	0	0	24,709	0	0	0	0	1,364,119	100,000	1,264,119	
DESAS SOFTWARE CONTRACTS	6,911,815	MAY	645,596	1,288,364	737,332	2,671,294	2,127,792	356,807	0	931,557	4,090,646	3,538,355	552,291	

At the bottom of the table, there are 'download', 'Cancel', and 'Submit' buttons. A small '1 - 3' indicator is visible at the bottom right of the table area.

