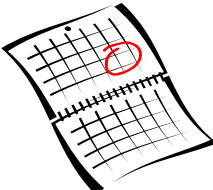


A. AGENCY BANK ACCOUNTS and INVESTMENTS

Flora Rodriguez Phone: 212/669-8017
E-mail: frodriq@comptroller.nyc.gov

Fax: 212/669-8036
Room 827

	Critical Dates
	<ul style="list-style-type: none">• July 1, 2009 - Pick up Active Bank Account Reports• July 31, 2009 - Submit June Bank Reconciliations and completed Active Bank Account Report• August 31, 2009 - Submit July Bank Reconciliations

1. Cash in Agency Bank Accounts

The City is required to record the cash in agency bank accounts on its financial statements. To accomplish this, we have prepared from our records a year-end report of your agency's active bank accounts for you to complete (Active Bank Accounts Report). This report should be picked up on July 1, 2009.

Under the Book Balance caption, insert the June 30, 2009 book balance (not bank balance) for each account. Each account should be coded with one of the following alpha characters in order to identify the type of bank account

R = Revenue	D = Debt Service	C = Capital
I = Imprest Fund	S = Sub-Imprest	ED = Expense Demand
F = Fiduciary	N = Non City Trust	L = Liability
E = Expense	P = Pool & Satellite	
T = Treasury	M = Miscellaneous	

An account should be coded "E" if the June 30, 2009 book balance represents charges to expense codes not exhausted by the end of the fiscal year. For such accounts, it is imperative that the agencies submit an appropriate J2 to facilitate crediting Fiscal Year 2009 for those unspent funds; make sure to use the correct budget and detail object codes to ensure that the proper credit to Fiscal Year 2009 is posted for those unspent funds.

All agency bank accounts listed on the Active Bank Accounts Report which are part of the Pool and Satellite System (coded as "P") must be subcoded with one additional "letter" (see codes above) to reflect the true nature of the bank account. For example, an agency bank account with a "P" code on the printout which contains funds that do not actually belong to the City, must be marked with "PN" (Pool Satellite Non-City-Trust). Another example, agency bank accounts which pertain to fiduciary funds must be marked with "PF" (Pool Satellite Fiduciary). Again, all Pool and Satellite Bank Accounts must be subcoded using one of the above applicable codes.

If the coding or any other information we have provided is incomplete or incorrect, please correct or update it by making the appropriate notation. If there are any new or existing accounts which are not on our report, please add them to the listing with the proper coding; explain the purpose and source of the funds. Please state when the account was opened, and attach a copy of the letter requesting the opening of the account.

If a listed account has been closed, mark it "account closed," and indicate the date when it was closed. Attach a copy of the final bank reconciliation, bank statement reflecting the zero balance in the account and letter to the bank requesting the closing of the account.

Return the completed report with the June bank reconciliations to the Division of Accounting Compliance to the attention of Ms. Flora Rodriguez by July 31, 2009.

2. Bank Statements/Reconciliations

Bank reconciliations must be prepared on a monthly basis for all agency bank accounts. Bank reconciliations (**including reconciliations for the Imprest Fund accounts**) for the month June 2009 should be submitted to the Division of Accounting Compliance by July 31, 2009 to the attention of Ms. Flora Rodriguez. In cases where bank reconciliations contain outstanding checks as of June 30, 2009, reconciliations for the month of July 2009 should be submitted by August 31, 2009. If any check is still outstanding, submission of bank reconciliations for subsequent months are expected to be sent in, until all the outstanding checks as of June 30, 2009 have cleared the bank.

All copies of bank statements and reconciliations **must be legible** especially the name of the bank, the account number, and the book balance as of June 30, 2009. The name and telephone number of the preparer must appear on the bank reconciliation or Active Bank Account Report.

If your agency bank statements are not normally prepared by the bank as of the end of the month, request a June 30, 2009 cutoff bank statement from the bank in advance.

In addition to reconciling monthly to internal records, agencies with Pool and Satellite Bank Accounts must also reconcile to the Central Pool Worksheet Balances Computerized Report of the Department of Finance, Bureau of Treasury.

Continued receipt of bank statements showing zero balances for accounts you consider closed indicates that the account has not been closed by the bank. You must request the Department of Finance to close these accounts. Requests to close a bank account or to open a new bank account must be submitted to the Department of Finance, Bureau of Treasury, Division of Banking Operations, 12th Floor, 66 John Street, New York, N.Y. 10038.

Bank reconciliations, which are revised after the initial submission, **must be immediately** forwarded to the Division of Accounting Compliance. Upon submission, please indicate that it is revised bank reconciliation.

3. Investments

The City is required to record outstanding investments as of June 30, 2009 on its financial statements. Therefore, all monies transferred, disbursed or otherwise withdrawn from agency bank accounts for investment purposes (certificates of deposit, insured money market accounts, etc.) which were outstanding as of June 30, 2009 must be reported to our office for each investment. The following information must be provided in a schedule format by July 31, 2009.

- Description of Investment
- Cost
- Maturity Value
- Fair Market Value at June 30, 2009
- Indication whether the monies are City Funds or Non-City Funds
- Indication whether the monies were invested by your agency, the Department of Finance or other party
- Name of the bank account, bank account number, code and sub-code from which the monies were withdrawn for the investment.

4. Agency Representation

We require one representation per agency to be signed by the Commissioner or individual authorized by the Commissioner, stating that all the agency's bank accounts and outstanding investments have been reported to the Comptroller's Office. Please complete the attached sample *Bank Accounts and Investments Representation* letter and return it together with the following documentation:

- Agency Active Bank Account Report.
- Copies of bank reconciliation and bank statements
- Outstanding check list (include: check number, date issued and amount of check)
- Outstanding check aging schedule
- Schedule of outstanding investments as of June 30, 2009

5. Agency Bank Account Information

For all new bank accounts (except Imprest Funds) opened during Fiscal year 2009, a revised *Agency Bank Account Information* form must be included as part of the June 2009 bank reconciliation package. Complete a separate form for each new bank account, and return the form along with the 2009 bank reconciliation package to the attention of Ms. Flora Rodriguez at the Division of Accounting Compliance. The form can be found at the end of this section and can be downloaded from the Comptroller's Website.

In addition, the revised "Agency Bank Account Information" form must be submitted for all Interest-Bearing Accounts in existence, regardless of when the accounts were opened.

6. Interest-Bearing Accounts

All City agencies holding City monies in Interest-Bearing Accounts are responsible for remitting the interest earned during the fiscal year to the City Treasury. The interest earned should be posted to "Fund 001 Agency 015 Budget Code 1001 Revenue Source 56001" on the CR (Cash Receipt) related to your City Treasury deposit.

Please have the breakdown of all such remissions (clearly stated as attachment) on the June bank reconciliation, and submit it to Ms. Flora Rodriguez at the Division of Accounting Compliance.

7. Fiduciary Bank Accounts and Other Financial Assets

The Comptroller's Directive 27- *Fiduciary Accounts- Procedures for Requesting, Controlling, and Monitoring* requires that all agencies provide the following information for each individual bank account or other financial asset held in custody for individuals, private organizations, or other non-City of New York governmental organizations:

- Name of reporting agency
- Type of financial asset
- Purpose for which asset is being held
- Source of funds
- Asset dollar value as of June 30 of the current fiscal year, as well as total receipts and total disbursements for the fiscal year then ended
- Location of asset (Identify bank or financial institution)
- If applicable, an explanation as to why this account is not included in the City's financial statements

To assist agencies with providing the above information, a blank form entitled *Agency Bank Accounts and Other Financial Assets* is included at the end of this section, and it can be downloaded from the Comptroller's website. Complete one form for each of the new Fiduciary bank accounts opened during Fiscal Year 2009; Return the completed form with your year-end bank account listing to the Division of Accounting Compliance to the attention of Ms. Flora Rodriguez by July 31, 2009.

8. Demand Accounts

Those agencies with Demand Accounts must submit to the Division of Accounting Compliance to the attention of Ms. Flora Rodriguez the following for accountability purposes by July 31, 2009:

- A print screen of a Cash Transfer Journal Entry (J2) to transfer cash on hand at June 30, 2009 to Fiscal Year 2010.
- A photocopy of the June 30, 2009 bank statement.
- A bank reconciliation as of June 30, 2009.
- An accountability statement signed by the agency head or designee verifying the book balance in the account at June 30, 2009.

9. Inactive Accounts

Agencies should carefully review and identify all inactive accounts maintained by the agency and re-evaluate the need for them. Any account, which is determined to be unnecessary, should be closed in accordance with the procedures established by the Bureau of Treasury, Department of Finance.

BANK ACCOUNTS AND INVESTMENTS REPRESENTATION

Date, 2009

Ms. Flora Rodriguez
Division of Accounting Compliance
Bureau of Accountancy
Office of the Comptroller
Municipal Building – Room 827
One Centre Street
New York, NY 10007

Dear Ms. Rodriguez:

We represent to you that the attached listing of bank accounts and schedule of investments at June 30, 2009 is a full and complete list of all bank accounts and outstanding investments maintained by our Agency for the City of New York.

Date: _____
Signature: _____
Print Name: _____
Title: _____
Tel No.: _____
Fax No.: _____
E-Mail Address: _____
Agency Name: _____
Agency Code No.: _____

THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE. SEE APPENDIX 4 FOR DETAILED INSTRUCTIONS.

**THE NEW YORK CITY COMPTROLLER'S OFFICE
BUREAU OF ACCOUNTANCY
DIVISION OF ACCOUNTING COMPLIANCE
AGENCY BANK ACCOUNT INFORMATION**

AGENCY NAME _____ AGENCY CODE NO _____

NAME OF BANK _____ ACCOUNT NUMBER _____

TYPE OF BANK ACCOUNT CHECKING SAVINGS

HOW LONG ESTABLISHED (PLEASE CHECK ONE): 1 TO 5 YEARS OVER 5 YEARS

PURPOSE OF ACCOUNT:

APPROXIMATE ANNUAL RECEIPTS _____

APPROXIMATE DISBURSEMENTS _____

SOURCE OF FUNDING: FMS VOUCHER OTHER (PLEASE EXPLAIN)

APPROXIMATE NUMBER OF CHECKS ISSUED PER YEAR _____

NAME	TITLE	TELEPHONE NUMBER
------	-------	------------------

THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE, COMPLETED AND RETURNED ELECTRONICALLY. SEE APPENDIX 4 FOR DETAILED INSTRUCTIONS

**FIDUCIARY ACCOUNT
AGENCY BANK ACCOUNTS AND OTHER FINANCIAL ASSETS**

Reporting NYC Agency _____

Type of Financial Asset: _____

(Bank Account, money market, etc)

Purpose of Asset: _____

Source of Asset: _____

(One time contribution, ongoing, etc.)

Asset Value (\$\$\$): _____

(Current fiscal year June 30th balance)

Total Fiscal Year Receipts: _____

Total Fiscal Year Disbursements: _____

Location of Asset: _____

(Identify bank, financial institution, etc)

Official Account Name, Account Number of Record: _____

If applicable, reasons why this account has not previously been included in the City's Financial Statements: _____

Other Pertinent Comments: _____

Reported By:

NAME

TITLE

TELEPHONE NUMBER

DATE

THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE, COMPLETED AND RETURNED ELECTRONICALLY. SEE APPENDIX 4 FOR DETAILED INSTRUCTIONS