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June 11, 2009  
CM 09-01

**TO:** All Agency Heads/Fiscal Officers

**FROM:** Patrick Toner, Chief  
Bureau of Accountancy

**SUBJECT:** Fiscal Year End Closing Instructions for June 30, 2009

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Attached are the Fiscal Year End Closing Instructions for the fiscal year ending June 30, 2009; these instructions should be distributed to the responsible staff so that they may be familiar with the contents.

The Agency Assignment Schedule, which includes the names, titles, addresses, E-mail addresses and phone numbers of the individuals in your agency responsible for completing each of the assignments, was requested in March of this year.

It is each Agency's responsibility to submit all required information to this office both accurately and timely. In addition, Agency staff should be available to answer questions from the staff of the Bureau of Accountancy and the independent auditors regarding the agency's transactions and submissions.

The Fiscal Year End Closing Instructions are accessible and downloadable from the Comptroller's Website ([www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)).

I would like to thank all Agency staff who worked so hard to help us produce the Fiscal Year 2008 Comprehensive Annual Financial Report of the Comptroller (CAFR) on time.

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## HIGHLIGHTS

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- **Bureau of Accountancy's Divisions and Division Chiefs:**

|                                |                               |
|--------------------------------|-------------------------------|
| Accounting Compliance Division | Jacqueline Warburton-Thompson |
| Accounting Systems Division    | Maria Nicola Castiglione      |
| Capital and Debt Division      | Vivian Kwok                   |
| Fiduciary Services Division    | Nancy Brunner                 |
| Financial Reporting Division   | Camille Arezzo                |
| Fiscal Services Division       | Sonia Alsol                   |

- Deloitte & Touche, LLP is the City's independent auditor for the financial statement audit and the Federal Single Audits for Fiscal Year 2009. These audits will be conducted concurrently.
- Selected Deloitte & Touche, LLP's management letter observations and recommendations from their audit. (see Appendix 1).
- The Fiscal Year End Closing Instructions are accessible on the Comptroller's Website ([www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)) (See Appendix 4). Agencies will be able to view the instructions on screen and print copies of sections for which you require a hard copy submission. More importantly, you will be able to download required forms and schedules which you previously had to work with in hardcopy, complete them on your PC and return them to us by E-mail or by CD. This will also make it easier for you to retain a copy for your records and for updating.
- Several appendices have been updated including the contact and address sheets for the Comptroller's Office, Bureau of Accountancy staff, (See Appendix 2) and the instructions for downloading forms and schedules (See Appendix 4).
- Required reporting for Fiduciary Accounts in accordance with Directive 27 should be reviewed.
- **New This Year:**
  - Appendix 6: *Revised* Common Document Processing Errors to be Avoided
  - Appendix 7: Governmental Accounting Standards Board Statements (GASB) Effective Fiscal Year 2009 And Future Years

***We welcome and invite feedback on what works and what doesn't work.***

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**FISCAL YEAR END CLOSING CALENDAR**

| <b>DATE</b>   | <b>INSTRUCTIONS</b>  | <b>SECTION</b> |
|---|--|----------------|
| <b><u>AGENCY BANK ACCOUNTS AND INVESTMENTS</u></b>            |  |                |
|   |  | <b>A</b>       |
| July 1, 2009  | Pick Up Active Bank Accounts Report  | A              |
| July 31, 2009   | Submit June Bank Reconciliations and completed Active Bank Account Report  | A              |
| August 31, 2009   | Submit July Bank Reconciliations   | A              |
| <b><u>IMPREST FUNDS</u></b>                                   |  |                |
|   |  | <b>B</b>       |
| June 19, 2009   | Last date to request copy of Accountability Report   | B              |
| July 18, 2009   | Last date to process Fiscal Year 2009 PVR for goods and services received on or before June 30, 2009                             | B              |
| July 21, 2009   | Pick up Crystal Report (A0150018) Listing PVR vouchers processed in Fiscal Year 2009   | B              |
| <b><u>ACCOUNTABILITY REPORT (AR) SUBMISSION TIMETABLE</u></b> |  |                |
|   |  | <b>B</b>       |
| July 31, 2009   | 15% of total Fiscal Year 2009 Expenditures   | B              |
| August 7, 2009  | 12% of total Fiscal Year 2009 Expenditures   | B              |
| August 14, 2009   | 10% of total Fiscal Year 2009 Expenditures   | B              |
| August 21, 2009   | 5% of total Fiscal Year 2009 Expenditures  | B              |
| <b><u>REVENUE RECOGNITION</u></b>                             |  |                |
| <b><u>UNBILLED (UR1) BILLED (IN1) CASH RECEIPT(CR)</u></b>    |  |                |
|   |  | <b>C</b>       |
| July 18, 2009   | Last date to enter June 12/09 CRs into FMS   | C              |
| September 11, 2009  | Last date to enter Fiscal Year 2009 IN1s into FMS  | C              |
| September 25, 2009  | Last date to enter Fiscal Year 2009 UR1s In to FMS   | C              |
| <b><u>REVENUE RECOGNITION IN PROPER FISCAL YEAR</u></b>       |  |                |
| <b><u>AGENCY CASH TRANSFER JOURNAL ENTRY (DEPOSIT J2)</u></b> |  |                |
|   |  | <b>D</b>       |
| August 14, 2009   | Last date to enter Revenue/Deposit J2s into FMS for Fiscal Year 2009   | D              |
| <b><u>AGENCY SIGN-OFF AND RECONCILIATION</u></b>              |  |                |
| <b><u>2009 REVENUE to FA34</u></b>                            |  |                |
| <b><u>PRIOR YEAR RECEIVABLES to FA52 as of 6/30/09</u></b>    |  |                |
| <b><u>ADVANCES to FA21 as of 6/30/09</u></b>                  |  |                |
|   |  | <b>E</b>       |
| August 21, 2009   | Submit Fiscal Year 2009 Month 12 Revenue Reconciliation and Receivable Status Reports  | E              |
| September 15, 2009  | Pick up FMS Month 13 FA34, FA52 and FA21 Reports, Certification Letter   | E              |
| September 25, 2009  | Submit Fiscal Year 2009, Month 13 Revenue Reconciliation and Receivable/ Advanced Status Reports and return Certification Letter | E              |

**FISCAL YEAR END CLOSING CALENDAR**

| <b>DATE</b>   | <b>INSTRUCTIONS</b>   | <b>SECTION</b> |
|---|---|----------------|
| <b><u>ACCRUED GENERAL FUND EXPENDITURES – OTPS</u></b>                                  |   | <b>F</b>       |
| June 30, 2009   | Last date to receive goods and services for Fiscal Year 2009                                | F              |
| July 1, 2009  | Start of period to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period | F              |
| July 18, 2009   | End of period to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period   | F              |
| July 11, 2009   | Start initial encumbrance “roll”  | F              |
| July 20, 2009   | Automatic two-sided MYs are generated in FMS  | F              |
| July 21, 2009   | Start of audit of two-sided MYs   | F              |
| August 2, 2009  | The 2 <sup>nd</sup> roll of encumbrances  | F              |
| August 22, 2009   | The 3 <sup>rd</sup> roll of encumbrances  | F              |
| August 28, 2009   | End of generation of automatic two-sided MYs  | F              |
| August 30, 2009   | Final roll of encumbrances  | F              |
| August 30, 2009   | Lapse all open encumbrances   | F              |
| August 31, 2009   | Start of set up One-sided Fiscal Year 2009 accruals   | F              |
| September 25, 2009  | End of set up One-sided Fiscal Year 2009 accruals   | F              |
| <b><u>ACCRUED GENERAL FUND EXPENDITURES – PS</u></b>                                    |   | <b>G</b>       |
| July 1, 2009  | Start of period to pay “split payroll” within the Payroll Management System (PMS)           | G              |
| August 28, 2009   | End of period to pay “split payroll” within PMS   | G              |
| August 31, 2009   | Start of set up One-Sided Fiscal Year 2009 accruals   | G              |
| September 25, 2009  | End of set up One-Sided Fiscal Year 2009 accruals   | G              |
| <b><u>ACCRUED GENERAL FUND EXPENDITURES – OTPS (PVs AND PVMs \$75,000 AND OVER)</u></b> |   | <b>H</b>       |
| November 2, 2009  | Start to submit MY/MYD clearing   | F, G, H        |
| <b><u>ESTIMATED DISALLOWANCES OF FEDERAL, STATE AND OTHER AID</u></b>                   |   | <b>I</b>       |
| July 10, 2009   | Last date to submit grant data  | I              |
| <b><u>SINGLE AUDIT</u></b>  |   | <b>J</b>       |
| November 4, 2009  | Pick up FMS FA94 Report   | J              |
| November 18, 2009   | Return FMS FA94 Report  | J              |
| <b><u>INTRACITY PURCHASES</u></b>   |   | <b>K</b>       |
| July 18, 2009   | Last date to process a PVI with an accounting period 12/09                                  | K              |
| August 28, 2009   | Last date to enter a PVI with an accounting period 13/09                                    | K              |

| <b>DATE</b>     | <b>FISCAL YEAR END CLOSING CALENDAR<br/>INSTRUCTIONS</b>                       | <b>SECTION</b> |
|-----------------|--|----------------|
|                 | <b><u>CAPITAL PROJECTS EXPENDITURE ACCRUALS</u></b>                            | <b>L</b>       |
| August 21, 2009 | Last date to submit vouchers with period of service on or before June 30, 2009 | L              |
|                 | <b><u>CAPITAL ACCOUNTING RECORDS RECONCILIATION</u></b>                        | <b>M</b>       |
| July 24, 2009   | Last date to submit Capital Reconciliation Representation Certification        | M              |
|                 | <b><u>CAPITAL ASSETS ACCOUNTING</u></b>  | <b>N</b>       |
| July 7, 2009    | Capital Asset Inventory Reports available                                      | N              |
| August 21, 2009 | Complete review and update process   | N              |
| August 21, 2009 | Submit Capital Asset Certification Letter                                      | N              |
|                 | <b><u>VACATION AND SICK LEAVE</u></b>  | <b>O</b>       |
| August 7, 2009  | Return completed sample  | O              |
|                 | <b><u>LEASE EXPENSE</u></b>  | <b>P</b>       |
| June 5, 2009    | Pick up Lease Expense Report   | P              |
| July 6, 2009    | Return Lease Expense Report  | P              |
|                 | <b><u>LEASE INCOME</u></b>   | <b>Q</b>       |
| June 5, 2009    | Pick up Lease Income Report  | Q              |
| June 12, 2009   | Return Lease Income Certification  | Q              |
| July 6, 2009    | Return Lease Income Report   | Q              |
|                 | <b><u>INVENTORY OF SUPPLIES</u></b>  | <b>R</b>       |
| July 10, 2009   | Last date to submit Inventory Report   | R              |
|                 | <b><u>FIDUCIARY ACCOUNTS</u></b>   | <b>S</b>       |
| August 14, 2009 | Return Fiduciary Account Certification and Representation                      | S              |

## AUDIT CLOSING CALENDAR

| DATE  | INSTRUCTIONS  | SECTION                                       |
|---|---|---|
| <b>June</b>   | 05 Pick up Lease Expense Report   | P   |
|   | 05 Pick up Lease Income Report  | Q   |
|   | 12 Return Lease Income Certification  | Q   |
|   | 19 Last date to request copy of Accountability Report   | B   |
|   | 30 Last date for goods and services to be received for Fiscal Year 2009                                 | F   |
| <b>July</b>   | 01 Start to enter Fiscal Year 2009 expenditures vouchers with 12/09 accounting period                   | F   |
|   | 01 Start of period to pay "split payroll" within PMS  | G   |
|   | 01 Pick up Active Bank Account Reports  | A   |
|   | 05 Capital Asset Inventory Reports available  | N   |
|   | 06 Return Lease Expense Report  | P   |
|   | 06 Return Lease Income Report   | Q   |
|   | 10 Last date to submit grant data   | I   |
|   | 10 Last date to submit inventory report   | R   |
|   | 11 Start initial encumbrance "Roll"   | F   |
|   | 18 Last date to process Fiscal Year 2009 PVR for goods and services received on or before June 30, 2009 | B   |
|   | 18 Last date to enter June (12/09) CRs into FMS   | C   |
|   | 18 Last date to process a PVI with an accounting period 12/09   | K   |
|   | 18 Last date to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period                | F   |
|   | 20 Start of generation of automatic two-sided MYs   | F   |
|   | 21 Pick up Crystal Report (A0150018) of Fiscal Year 2009 Listing of PVR vouchers                        | B   |
|   | 21 First date for auditing two-sided MYs  | F   |
|   | 24 Last date to submit Capital Reconciliation Representation Certificate                                | M   |
|   | 31 15% of total Fiscal Year 2009 Expenditures-AR Submission Timetable                                   | B   |
|   | 31 Submit June Bank Reconciliations and completed Active Bank Account Report                            | A   |
|   | <b>August</b>   | 02 The 2 <sup>nd</sup> "Roll" of Encumbrances |
| 07 12% of total Fiscal Year 2009 Expenditures-AR Submission Timetable             |   | B   |
| 07 Return completed vacation and sick leave sample                                |   | O   |
| 14 10% of total Fiscal Year 2009 Expenditures-AR Submission Timetable             |   | B   |
| 14 Return Certification for Fiduciary Accounts                                    |   | S   |
| 14 Last date to enter Revenue/ Deposit J2s into FMS for Fiscal Year 2009          |   | D   |
| 21 5% of total Fiscal Year 2009 Expenditures-AR Submission Timetable              |   | B   |
| 21 Submit Month 12 Revenue Reconciliation & Receivable Status Report              |   | E   |
| 22 The 3 <sup>rd</sup> "Roll" of encumbrances                                     |   | F   |
| 24 Complete review and update process for Capital Assets                          |   | N   |
| 24 Submit Capital Assets Certification Letter                                     |   | N   |
| 24 Last date to submit vouchers with period of service on or before June 30, 2009 |   | L   |
| 28 End of generation of automatic two-sided MYs                                   |   | F   |
| 28 End of period to pay "split payroll" within PMS                                |   | G   |
| 28 Last date to enter a PVI with an accounting period 13/09                       |   | K   |
| 30 Lapse all open encumbrances  |   | F   |
| 30 Final Roll of encumbrances   |   | F   |
| 31 Start of creating One-sided Fiscal Year 2009 accruals                          | F, G, H   |   |
| 31 Submit July Bank Reconciliations   | A   |   |

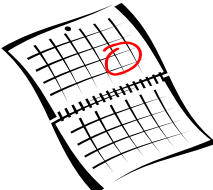
**AUDIT CLOSING CALENDAR (CONTINUED)**

| <b>DATE</b>      | <b>INSTRUCTIONS</b>   | <b>SECTION</b> |
|------------------|---|----------------|
| <b>September</b> | 11 Last date to enter Fiscal Year 2009 IN1s into FMS  | C              |
|                  | 15 Pick up FMS Month 13 FA34, FA52 & FA21 reports and revenue Certification Letter                    | E              |
|                  | 25 Last Date to submit One Sided Fiscal Year 2009 accruals  | F,G,H          |
|                  | 25 Submit Month 13 Revenue Reconciliation, Receivable Status Reports, and return Certification Letter | E              |
|                  | 25 Last date to enter Fiscal Year 2009 UR1s into FMS  | C              |
| <b>November</b>  | 02 Start to submit MY/MYD clearing  | F,G,H          |
|                  | 04 Pick up FMS FA94 Report  | J              |
|                  | 18 Return FMS FA94 Report   | J              |

**A. AGENCY BANK ACCOUNTS and INVESTMENTS**

Flora Rodriguez Phone: 212/669-8017  
E-mail: [frodriq@comptroller.nyc.gov](mailto:frodriq@comptroller.nyc.gov)

Fax: 212/669-8036  
Room 827

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

**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, 12<sup>th</sup> 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**

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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 30<sup>th</sup> 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**

## B. IMPREST FUNDS

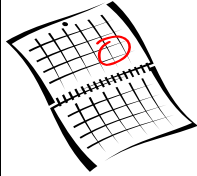
Yvonne Anderson

Phone: 212/669-8024

Fax: 212/669-8036

E-mail: [imprest@comptroller.nyc.gov](mailto:imprest@comptroller.nyc.gov)

Room 827



### Critical Dates

- **June 19, 2009** – Last date to request copy of Accountability Report
- **July 18, 2009** – Last date to process Fiscal Year 2009 PVR for goods and services received on or before June 30, 2009. When processing a Fiscal Year 09 PVR through July 18, the agency must enter 12/09 for the Accounting period.
- **July 21, 2009** - Pick up Crystal Report A0150018 listing PVR vouchers processed in Fiscal Year 2009

### Accountability Report (AR) Submission Timetable

- **July 31, 2009** – 15% of total Fiscal Year 2009 Expenditures
- **August 7, 2009** – 12% of total Fiscal Year 2009 Expenditures
- **August 14, 2009** – 10% of total Fiscal Year 2009 Expenditures
- **August 21, 2009** – 5% of total Fiscal Year 2009 Expenditures

- Accountability Report (AR) Attachment A through G can be accessed and downloaded through the Comptroller's Website. See Appendix 4 for instructions.
- Transmit Accountability Report through the Comptroller's Website or by E-mail for quicker processing.
- Regardless of whether the Accountability Report is completed electronically or manually, the required attachments under Section B1 must still be submitted.
- FMS Crystal Report A0150018 can be accessed by an agency the day after the agency's last PVR voucher was accepted in FMS for Fiscal Year 2009
- Agencies should sign up and receive reimbursements through EFT (Electronic Funds Transfer) See Appendix 5.

## IMPORTANT NOTICE



All Accountability Reports must be in compliance with **Comptroller's Directive #3** Procedures for the Administration of Imprest Funds, **Comptroller's Directive #6** Travel, Meals, Lodging and Miscellaneous Agency Expenses and prepared in accordance with the Comptroller's Fiscal Year End Closing Instructions. No Fiscal Year 2010 PVRs can be processed by an agency until its Accountability Report has been reviewed and approved by the Comptroller's Office. **(Failure to comply with all requirements will reduce renewal requests to 5% of the total Fiscal Year 2009 expenditures.)**

### Preparation of Accountability Report (AR) for Imprest Fund Renewal

The AR permits the Comptroller's Office to determine that all expenditures processed through Imprest Funds are recorded in the appropriate fiscal year and that all unexpended funds are transferred to the new fiscal year.

All ARs should be prepared electronically. In limited situations, the AR can be prepared manually but it is strongly recommended that the AR be prepared electronically for increased accuracy, faster review and approval.

Instructions for completing the AR can be found at the end of this section.

## Required Attachments to Accountability Report

### Letters

- Requesting renewal, purpose and amount of Imprest Fund (IF).
- Listing of authorized personnel permitted to sign IF checks and their specimen signatures.
- Listing custodian and reconciler of the IF with their specimen signatures.
- Listing approvers of FMS Reimbursable Payment Vouchers (PVRs) and their corresponding FMS ID (**do not include FMS password**).
- Listing authorized personnel to approve expenditures according to Comptroller's Directive #6.
- Listing amount of cash on hand held by agency and signed by authorized personnel.
- If necessary, explanation of any overage or shortage in IF funds.

### Other

- Check made payable to the Office of the Comptroller for any excess monies on hand.
- Copy of bank statement as of June 30, 2009.
- Copy of bank reconciliation as of June 30, 2009 signed by authorized bank reconciler.
- Copy of Crystal Report A0150018 for Fiscal Year 2009.
- Listing of Document ID and amount of FMS Miscellaneous Payment Voucher (PVM), FMS Journal Voucher (J2), (JV) (if necessary) entered in FMS pending Office of the Comptroller's approval (on SUSF pending level 5 approval).
- CD containing final accountability report if not electronically returned to Comptroller's Office.

### Comptroller's Office Approval of Accountability Reports

Once the Comptroller's Office has approved an agency's Accountability Report, the agency will be notified through e-mail or by fax, and the Comptroller's Office will approve the:

- **J2** – Document transfers money from Fiscal Year 2009 to Fiscal Year 2010. Accounting Period field should be left blank.
  - To ensure that J2 documents relating to Imprest Funds are clearly identifiable, the agency should create their own Document ID number beginning with the letters **IMP**.

- **PVM** – Amount of reimbursement agency is requesting based upon submission date of AR and imprest fund advance amount. PVMs are also used to establish a new Imprest Fund Account or increasing an existing Imprest Fund Account.
  - This should not be approved by the agency until the Comptroller’s Office approves the J2 and the Accountability Report.
  
- **JV** – if necessary, for those items paid from Imprest Fund but no PVR was accepted in FMS. Items must be entered on Attachment E of Accountability Report.
  - To ensure that JV documents relating to Imprest Funds are clearly identifiable, the agency should create their own Document ID number beginning with the letters **IMP**.



**WARNING: If your agency does not comply with the Imprest Fund requirements, your renewal request may be limited to only 5% of total Fiscal Year 2009 expenditures. Fiscal Year 2010 PVRs can not be processed before the Office of the Comptroller has approved your Fiscal Year 2009 Accountability Report.**

**ACCOUNTABILITY CHECK LIST**

**REQUIRED ATTACHMENTS TO ACCOUNTABILITY REPORT**

Please place a mark (X) in the highlighted areas in order to indicate that an attachment has been included with agency's Accountability Report.

**Letters:**

- 1. Requesting renewal, purpose and amount of Imprest Fund (IF).
- 2. Listing authorized personnel permitted to sign IF checks and their specimen signatures.
- 3. Listing custodian and reconciler of the IF fund with their specimen signatures.
- 4. Listing approvers of FMS Reimbursable Payment Vouchers (PVRs) and their corresponding FMS ID (do not include FMS password).
- 5. Listing authorized personnel to approve expenditures according to Comptroller's Directive # 6.
- 6. Listing amount of cash-on-hand held by agency signed by authorized personnel.
- 7. If necessary, explanation of any overage or shortage in IF funds.

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**Other:**

- 1. Check made payable to the Office of the Comptroller for any excess monies on hand. Agencies should hold check until contacted by Comptroller's Office.
- 2. Copy of bank statement as of June 30, 2009.
- 3. Copy of bank reconciliation as of June 30, 2009 signed by authorized bank reconciler.
- 4. Copy of Crystal Report A0150018 for Fiscal Year 2009.
- 5. Listing by Document ID and amount of FMS Miscellaneous Payment Voucher (PVM), FMS Journal Voucher (J2), (JV) (if necessary) entered in FMS pending Office of the Comptroller's approval (on SUSF pending level 5 approval).
- 6. CD containing final accountability report if not electronically returned to Comptroller's Office

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**Comptroller's Office Approval of Accountability Reports**

Once the Comptroller's Office has approved an agency's Accountability Report, the agency will be notified through e-mail or by fax, and the Comptroller's Office will approve the:

- 1. J2 - Document transfers money from Fiscal Year 2009 to Fiscal Year 2010. Accounting Period field should be left blank.
- 2. PVM - Amount of reimbursement agency is requesting based upon submission date of AR and fund advance amount.
- 3. JV - if necessary, for those items paid from IF but no PVR was accepted in FMS. Items must be entered on Attachment E1 and E2 of Accountability Report.

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**WARNING:**

If your agency does not comply with the Imprest Fund requirements, your renewal request may be limited to only 5% of the total 2009 Fiscal Year expenditures. No Fiscal Year 2010 PVR's can be processed before the Office of the Comptroller has approved your Fiscal Year 2009 Accountability Report.

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

**CERTIFICATION**

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**FINAL ACCOUNTABILITY REPORT—IMPREST FUND**

**CERTIFICATION BY CUSTODIAN**

**FISCAL YEAR 2009**

I, \_\_\_\_\_, the custodian of \_\_\_\_\_ certify that to the best of my knowledge, the attached Imprest Fund Accountability Report for Fiscal Year 2009 is accurate and complete.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

**ATTACHMENT A:  
SUMMARY**

|   |   |                                  |  |
|---|---|----------------------------------|--|
| <b>FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2009</b>  |   | <b>ATTACHMENT A:<br/>SUMMARY</b> |  |
| <b>CUSTODIAN NAME (ENTER IN COLUMN C):</b><br><b>BANK RECONCILER'S NAME (ENTER IN COLUMN C):</b><br><b>FILE NAME (ENTER IN COLUMN C):</b><br><b>AGENCY ADDRESS (ENTER IN COLUMN C):</b><br><b>PHONE NUMBER (ENTER IN COLUMN C):</b><br><b>DATE (ENTER IN COLUMN C):</b><br><b>AGENCY CODE (ENTER IN COLUMN):</b><br><b>AGENCY NAME (ENTER IN COLUMN C):</b><br><b>IMPREST FUND NAME AND NUMBER (ENTER IN COLUMN C):</b> |   |                                  |  |
| <b>LINE</b>   |   |                                  |  |
| <b>A1</b>   |   |                                  |  |
| <b>A2</b>   |   |                                  |  |
| <b>A3</b>   | AMOUNT OF FISCAL YEAR 2009 IMPREST FUND   |                                  | AGENCY ENTRY   |
| <b>A4</b>   | AMOUNT OF FISCAL YEAR 2009 EXPENDITURES (ATTACHMENT B, LINE B6)                     | \$                               | FORMULA  |
| <b>A5</b>   | FISCAL YEAR 2010 IMPREST FUND ADVANCE (ATTACHMENT B, LINE B7)                       | \$                               | FORMULA  |
| <b>A5a</b>  | ROUND LINE A5 TO THE NEAREST HUNDRETH   |                                  | AGENCY ENTRY   |
| <b>DETAILS OF TOTAL CASH ON HAND</b>  |   |                                  |  |
| <b>A6</b>   | TOTAL WARRANTS-IN-TRANSIT (FROM ATTACHMENT D, GRAND TOTAL)                          | \$                               | FORMULA  |
| <b>A7</b>   | MONEY OWED TO AGENCY (FROM ATTACHMENT G, GRAND TOTAL)                               | \$                               | FORMULA  |
| <b>A8</b>   | CASH HELD BY AGENCY   |                                  | AGENCY ENTRY   |
| <b>A9</b>   | RECONCILED CHECKBOOK BALANCE AT JUNE 30, 2009                                       |                                  | AGENCY ENTRY   |
| <b>A10</b>  | FISCAL YEAR 2009 INVOICES PAID AFTER JUNE 30, 2009 (FROM ATTACHMENT F, GRAND TOTAL) | \$                               | FORMULA  |
| <b>A11</b>  | TOTAL CASH ON HAND FROM LINES A6-A10 (AGENCY PREPARES J2) *                         | \$                               | (J2) FORMULA (1+2+3+4-5)   |
| <b>BALANCE</b>  |   |                                  |  |
| <b>A12</b>  | 12a DUE AGENCY - LINE A5a IS GREATER THAN LINE A11                                  | \$                               | FORMULA - PREPARE PVM  |
|   | OR  |                                  |  |
|   | 12b DUE COMPTROLLER'S OFFICE - LINE A11 IS GREATER THAN LINE A5a                    | \$                               | FORMULA - AFTER ACCOUNTABILITY REPORT HAS BEEN APPROVED BY COMPTROLLER'S OFFICE, PREPARE CHECK PAYABLE TO THE OFFICE OF THE COMPTROLLER. |

|            |                              |                                   |
|------------|------------------------------|-----------------------------------|
| <b>A13</b> |                              |                                   |
|            | <b>CUSTODIAN'S SIGNATURE</b> | <b>BANK RECONILER'S SIGNATURE</b> |
|            | <b>TELEPHONE NO.</b>         | <b>TELEPHONE NO.</b>              |

\* J2 SHOULD BE PREPARED IN FMS AND ROUTED TO THE COMPTROLLER'S OFFICE AFTER THE APPROPRIATE AGENCY PERSONNEL HAVE APPROVED THE DOCUMENT.

**PLEASE NOTE:**

CELLS HIGHLIGHTED IN BLUE ARE FOR AGENCY ENTRY

CELLS HIGHLIGHTED IN YELLOW ARE FORMULA GENERATED.  
NO ENTRY REQUIRED

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

**ATTACHMENT B:  
EXPENDITURES**

|   |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <b>FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2009</b>              |                                      | <b>ATTACHMENT B:<br/>EXPENDITURES</b> |
| <b>LINE</b>   | <b>FILE NAME:</b>                    |                                       |
| <b>B1</b>   | <b>DATE:</b>                         |                                       |
| <b>B2</b>   | <b>AGENCY NAME:</b>                  |                                       |
|   | <b>IMPREST FUND NAME AND NUMBER:</b> |                                       |
| <b>SUMMARY OF ALL IMPREST FUND CASH EXPENDITURES FOR FISCAL YEAR 2009 *</b> |                                      |                                       |

|            |   |    |              |
|------------|---|----|--------------|
| <b>B3</b>  | WARRANT REIMBURSEMENT AMOUNT FROM FMS CRYSTAL REPORT  |    | AGENCY ENTRY |
| <b>B4</b>  | CORRECTIONS TO FMS REPORT FROM ATTACHMENT C (TOTAL OF COLUMN C5)  | \$ | FORMULA      |
| <b>B5</b>  | TOTAL UNREIMBURSED INVOICES (FROM ATTACHMENT E1)  | \$ | FORMULA      |
| <b>B5a</b> | TOTAL OF COLUMN E4 (FROM ATTACHMENT E2)   | \$ | FORMULA      |
| <b>B6</b>  | GRAND TOTAL FISCAL YEAR 2009 EXPENDITURES FROM LINES B3 TO B5a (TO ATTACHMENT A, LINE A4)                       | \$ | FORMULA      |
| <b>B7</b>  | FISCAL YEAR 2009 IMPREST FUND REQUEST (15%; 12%, 10%, OR 5% OF GRAND TOTAL – LINE B6) (TO ATTACHMENT A LINE A5) |    | AGENCY ENTRY |

|  |
|--|
| <b>PLEASE NOTE:</b>  |
| <b>CELLS HIGHLIGHTED IN BLUE ARE FOR AGENCY ENTRY</b>                          |
| <b>CELLS HIGHLIGHTED IN YELLOW ARE FORMULA GENERATED TO AVOID AGENCY ENTRY</b> |

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















## INSTRUCTIONS FOR IMPREST FUND ACCOUNTABILITY REPORT

---

The Comptroller's Office requests that all agencies complete the Imprest Fund Accountability Report electronically and that the Excel pro-forma Accountability Report be downloaded through the Comptroller's Website (See Appendix 4).

1. If you are returning the completed accountability report through e-mail, the e-mail **must be sent by the custodian** of the imprest fund and the certification, which can be found on the first sheet of the PC file, must be completed by the custodian. **There is no need to send a paper copy or CD containing the accountability report.** You will still need to send the other required letters and documents listed in section B-1.
2. If the accountability report is not returned through e-mail, the custodian must sign the certification found on page 1 of the Excel file and send it, along with a copy of the accountability report, the CD, and the required letters and documents listed in section B-1.
3. All imprest fund documentation should be sent to the attention of Yvonne Anderson at 1 Centre Street Room 827, Municipal Building.

### Instructions:

Each Attachment is on a separate sheet within one PC file (see headers in file). **It is recommended that you prepare the Accountability Report starting with Attachment G as the totals of each Attachment flow automatically to Attachment A and B.**

Attachment 1—Certification (see above)

- Accountability Check List
- Custodian Certification Form
- Attachment A: Summary Reconciliation of Fiscal Year 2009 Transactions
- Attachment B: Summary of Fiscal Year 2009 Expenditures
- Attachment C1: Schedule of Reimbursed Vouchers
- Attachment C2: Schedule of Reimbursed Vouchers (Continued)
- Attachment D: Warrants In Transit
- Attachment E1: Schedule of Unreimbursed Invoices
- Attachment E2: Schedule of Unreimbursed Invoices (Continued) and Preparer's Certification
- Attachment F: Invoices Paid
- Attachment G: Money Owed To Agency

### ATTACHMENT A

- ⇒ Line A1: Enter name of Agency and name of Excel file
- ⇒ Line A2: Enter name and number of the Imprest fund
- ⇒ Line A3: Enter the total amount of the agency's Fiscal Year 2009 Imprest Fund
- ⇒ Line A4: This amount will be **automatically** entered when you have completed Attachment B, line B6
- ⇒ Line A5: This amount will be **automatically** entered when you have completed Attachment B, line B7
- ⇒ Line A5a: Round number on Line A5 to the nearest hundredth
- ⇒ Line A6: This amount will be **automatically** entered when you have completed Attachment D
- ⇒ Line A7: This amount will be **automatically** entered when you have completed Attachment G
- ⇒ Line A8: Enter the cash held by your Agency at 6/30/09 (i.e. petty cash)
- ⇒ Line A9: Enter the reconciled checkbook balance at 6/30/09

- ⇒ Line A10: This amount will be **automatically** entered when you have completed Attachment F
- ⇒ Line A11: This amount will be **automatically** entered though a formula, adding lines A6-A9 and subtracting A10
- ⇒ Line A12: Based upon the result calculated for line A11, the result will appear in Line 12a (a PVM should be prepared for the total amount in Line 12a) or 12b (a check should be made for the overage, payable to the Comptroller's Office)
- ⇒ Line A13: The Custodian and the Bank reconciler should be indicated and the hard copy of Attachment A should be signed by both if the Accountability Report will not be returned through e-mail

#### **ATTACHMENT B**

- ⇒ Line B1: This line will be **automatically** entered when the name is entered on Attachment A Line A1
- ⇒ Line B2: Same as B1
- ⇒ Line B3: Enter the grand total from Crystal Report A0150018
- ⇒ Line B4: Enter the grand total from Attachment C, Column C5
- ⇒ Line B5: This amount will be **automatically** entered when you have completed E1
- ⇒ Line B5a: This amount will be **automatically** entered when you have completed E2
- ⇒ Line B6: This amount will be **automatically** calculated
- ⇒ Line B7: Multiply the amount on Line B6 by the appropriate percentage (15%, 12%, 10% or 5%)

#### **ATTACHMENT C—FOR CORRECTIONS ONLY**

- ⇒ Column C1: Enter date voucher was accepted into FMS
- ⇒ Column C2: Enter voucher ID number
- ⇒ Column C3: Enter voucher amount
- ⇒ Column C4: Enter deposit date of Warrant
- ⇒ Column C5: Enter Warrant amount. The grand total of this column will be carried forward to Attachment B, Line B4. If you need additional lines, use Attachment C2 (continued). The total of this sheet will be carried forward to previous page.

#### **ATTACHMENT D**

- ⇒ Column D1: Agency Code
- ⇒ Column D2: PVR acceptance date in FMS
- ⇒ Column D3: PVR identification number
- ⇒ Column D4: Warrant amount

**Total will be carried forward to Attachment A, Line A6**

#### **ATTACHMENT E1 and E2 (continuation sheet of E1)**

- ⇒ Column E1: Enter Agency code
- ⇒ Column E2: Enter Budget code for each charge
- ⇒ Column E3: Enter Detail object code for each charge
- ⇒ Column E4: Enter dollar amount

**Total of Column E4 will be carried forward to Attachment B, Line B5**

#### **ATTACHMENT F**

- ⇒ Column F1: Vendor/Employee Name
- ⇒ Column F2: Check number
- ⇒ Column F3: Check amount
- ⇒ Column F4: Check date

**Total will be carried forward to Attachment A, Line A10**

**ATTACHMENT G**

- ⇒ Column G1: Vendor/Employee name
- ⇒ Column G2: Amount
- ⇒ Column G3: Date

**Total will be carried to Attachment A, Line A7**

For agencies that do not have internet access, please return a CD and a signed copy of the Accountability Report to the Bureau of Accountancy, Division of Accounting Compliance. Agencies may contact Yvonne Anderson at (212) 669-8024 or Geraldine Headley at (212) 669-2708 for assistance in complying with the requirements of this section.

**C. REVENUE RECOGNITION  
UNBILLED (UR1) BILLED (IN1) CASH RECEIPT (CR)**

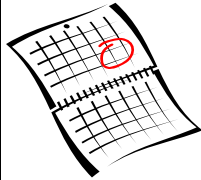
Gerard Cento

Phone: 212/669-8065

Fax: 212/815-8691

E-mail: [gcento@comptroller.nyc.gov](mailto:gcento@comptroller.nyc.gov)

Room 808



**Critical Dates**

- **July 18, 2009** – Last date to enter June (12/09) CRs into FMS (deposit date of 6/30/09 or earlier)
- **September 11, 2009**, – Last date to enter Fiscal Year 2009 IN1s into FMS
- **September 25, 2009** – Last date to enter Fiscal Year 2009 UR1s into FMS

1. **Grant Revenue** (funded by Federal, State and private sources) – should be recognized in the budget fiscal year (BFY) where reimbursable expenses occurred

Receipt of cash is never the basis of recognition for grant revenue.

**IN1s** (Billed Revenue Invoices) should be entered in FMS when grantor is billed to recognize revenue and establish a receivable.

**UR1s** (Accruals of Unbilled Revenue) should be entered in FMS during year-end month 13 process to recognize revenue earned via reimbursable expenses occurring by 6/30/09 but **not yet billed to grantor**.

Open receivables remain in FMS for each IN1 and or UR1 not referenced by the next step in the revenue chain. UR1 → IN1 → CR

AGENCY'S MUST FOLLOW UP ON OPEN BILLED AND UNBILLED RECEIVABLES, KEEPING THE OFFICE OF THE COMPTROLLER INFORMED OF THESE ACTIONS THROUGH STATUS REPORTS.

*See Section E for more on Open Receivables and how to follow up.*

2. **Cash Basis Revenue**

Revenues identified as cash basis in FMS are BOTH recognized and realized when a CR is processed in FMS.

Examples include license or permit fees, privileges, fines, taxes, etc.

Cash basis revenue must be received by 6/30/09 to be included in the CAFR as 2009 revenue.

For such receipts received by 6/30/09 but deposited 7/1/09 and later please see section D.

**Procedures and Documentation**

- **Advice of Revenue Invoice (IN1)**

This document is used to recognize revenue in FMS and to notify the Office of the Comptroller a claim has been filed with the grantor (Do not wait until the funds are received). IN1s should always bear the same date as the underlying claims. IN1s for Fiscal Year 2009 should be entered into FMS no later than September 11, 2009. Use the IN1 comments field to explain how the revenue was calculated. Include an agency contact name and phone number.

- **Year End Accrual of Unbilled Revenue (UR1)**  
All UR1s must be entered by **September 25, 2009**.

After September 11, 2009, agencies must enter a UR1 for their estimate of unbilled revenue for Fiscal Year 2009. Use the UR1 comments field to explain how the estimate was calculated. Include an agency contact name and phone number.

Supporting documentation for unbilled Reimbursable Grant revenue must consist of either a schedule identifying the agency and budget code where the expenditures were incurred or a schedule identifying the FMS documents which established the accrued expenses.

Supporting documentation for unbilled Fee for Service Grants revenue must consist of a schedule identifying the number of unbilled units of reimbursable services rendered multiplied by the reimbursement rate per unit. This schedule must be signed by the preparer and include the preparer's telephone number and E-mail address.

- **Cash Receipts (CRs)**  
All CRs for treasury account deposits brought to the bank 6/30/09 or earlier should be entered in FMS by **July 18, 2009**.

After July 18, 2009 agencies must contact Revenue Staff at the Comptroller's Office to receive credit for June deposits not entered in FMS by July 18<sup>th</sup>. ALWAYS USE THE ACTUAL BANK STAMP DEPOSIT DATE ON CRs IN FMS.



**NOTE:**

**Please use the comments area on all revenue documents to provide an agency contact name and complete telephone number. For IN1s include a brief explanation of your support for the claim. For UR1s include a description of the estimate process.**

To facilitate the audit of grant revenue, please:

- Keep copies of supporting documentation on file at a central office rather than at different locations within the agency. **Notify Jerry Cento of this central location and the name of the agency's primary grant revenue contact person by June 30, 2009.**
- Prepare a schedule for reimbursable grant expenditures, including budget and object codes where the expenditure was charged, and FMS identification numbers of the supporting reimbursable expense documents.
- For "Fee For Service" grants, maintain documentation supporting the calculations of claimable amounts
- For "Expenditure Driven" grants, maintain overhead and fringe benefit calculations.

The Comptroller's Office staff will be verifying compliance with these procedures. The City's entire receivable effort relies upon the care taken in the preparation of these forms. Responsible personnel should make an extra effort to be certain the data is correct before entering or approving receivables in FMS.

**D. REVENUE RECOGNITION IN PROPER FISCAL YEAR  
AGENCY CASH TRANSFER JOURNAL ENTRY (DEPOSIT J2)**

Gerard Cento

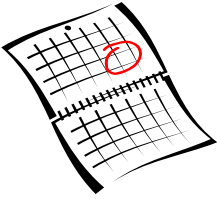
Phone: 212/669-8065

Fax: 212/815-8691

E-mail: [gcento@comptroller.nyc.gov](mailto:gcento@comptroller.nyc.gov)

Room 808

**Critical Date**



- **August 14, 2009** – Last date to enter “Cash Basis” Revenue/Deposit J2s into FMS for Fiscal Year 2009

Funds deposited in City Treasury Bank Accounts on July 1, 2009 and thereafter will be recorded in FMS as Fiscal Year 2010 receipts.

Fiscal Year 2009 revenue flagged as “Cash Basis” in FMS and **received by June 30, 2009, but transmitted to the City Treasury July 1, 2009 or later**, requires an Agency Cash Transfer Journal Entry (J2) be prepared to move cash revenue recognition from Fiscal Year 2010 to Fiscal Year 2009.

J2s should be entered in FMS after Fiscal Year 2010 CRs are accepted in FMS for bank deposits made between July 1 and August 15, 2009.

**NOTES:**

- A J2 should be prepared only for those FMS revenue items flagged as “Cash Basis” and received in Fiscal Year 2009 (on or before June 30, 2009), but deposited in Fiscal Year 2010 (after June 30, 2009). **All cash receipts should bear the date of the bank deposit and not the date cash was received by the agency.**
- The J2 cash transfer document does not apply to Accrual Basis Revenues. Only General Fund 001 items flagged “Cash Basis” in FMS RSR2 screen can be entered on J2.
- Agencies without FMS access can request assistance either in writing or by calling Martin Weinshenker (212) 669-8060 or emailing him at [mweinsh@comptroller.nyc.gov](mailto:mweinsh@comptroller.nyc.gov) by August 14, 2009.



**E. AGENCY SIGN- OFF and RECONCILIATION  
2009 REVENUE to FA34  
PRIOR YEAR RECEIVABLES to FA52 as of 6/30/09  
ADVANCES to FA21 as of 6/30/09**

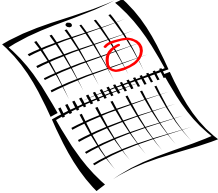
Gerard Cento

Phone: 212/669-8065

Fax: 212/815-8691

E-mail: [gcento@comptroller.nyc.gov](mailto:gcento@comptroller.nyc.gov)

Room 808

|   |  |
|---|--|
|  | <b>Critical Dates</b>  |
|   | <ul style="list-style-type: none"><li>• <b>August 21, 2009</b> – Submit Fiscal Year 2009 Month 12 Revenue Reconciliation and Receivable Status Reports</li><li>• <b>September 15, 2009</b> – Pick up FMS Month 13 FA34 and FA52 reports and certification letter</li><li>• <b>September 25, 2009</b> – Submit Fiscal Year 2009 Month 13 Revenue Reconciliation and Receivable Status Reports and return Certification Letter</li></ul> |

### Introduction

Revenue information published in the New York City's financial statements is based upon the documents processed in FMS. Monthly and year end reconciliations of agency records with FMS will assure revenue numbers are correct.

The FMS FA34, FA52 and FA21 reports should be used to facilitate the final review of your agency's Fiscal Year 2009 revenue, receivable and advance totals. The accompanying certification statement must be signed by the agency fiscal officer indicating agreement with the report numbers and returned to Jerry Cento by September 25, 2009. Any adjustments should be submitted along with the signed certification statement.

**The Comptroller's Office must receive your Month 12 FA34 reconciliation and FA52 status reports by August 21, 2009.** The Fiscal Year 2009 month 12 closes July 18; the FMS reports should be available by July 21, allowing one month to prepare your submission.

No report pick up is necessary for the Month 12 reconciliation and status but if you need a report we can provide one. **WARNING!!**—The Month 13 reconciliation and status with only a ten day turn around will be much more difficult to complete if the Month 12 reconciliation has not been done.

**The Comptroller's Office must receive your Month 13 FA34 reconciliation and FA52 status reports by September 25, 2009.** The Fiscal Year 2009 Month 13 closes on September 11; reports should be available by September 15, allowing just 10 days for preparing your submission. The FMS FA34 and FA52 reports through Month 13, as of September 11, 2009 and an accompanying certification letter must be picked up on September 15, 2009 from the Revenue Monitoring Unit.

**NOTE:**



**Open grant receivables and unapplied deferred revenues (advances) have been a problem in prior fiscal years due to lags in applying cash to open invoice documents.** Every effort should be made to apply open advances during the year-end closing process. Old open advances not explained in the status reports will be moved to Fiscal Year 2009 miscellaneous revenue. The year-end status report should include explanations for any advances aged over sixty days.

Sample reconciliation forms follow:

**RECONCILIATION OF CASH BASIS REVENUE AS OF  
JUNE 30, 2009**

|                                 |
|---------------------------------|
| <b>AGENCY NAME:</b>             |
| <b>AGENCY CODE:</b>             |
| <b>BUDGET CODE NAME:</b>        |
| <b>BUDGET CODE NO.:</b>         |
| <b>REVENUE SOURCE NAME:</b>     |
| <b>REVENUE SOURCE NO.:</b>      |
| <b>MONTH:</b> 12/09 (JUNE 2009) |

|   | MONTHLY  | YTD |
|---|----------|-----|
| <b>BALANCE PER FMS 12/09 FA34 REPORT:</b>           | <b>A</b> |     |
| <b>ADD: DEPOSITS-IN-TRANSIT *</b>                   | <b>B</b> |     |
| <b>ADD OR SUBTRACT OTHER PENDING ADJUSTMENTS *:</b> | <b>C</b> |     |
| <b>ADJUSTED BALANCE PER FMS:</b>                    | <b>D</b> |     |
| <b>BALANCE PER AGENCY BOOKS:</b>                    | <b>E</b> |     |

|                               |          |
|-------------------------------|----------|
| <b>DATE:</b>                  | <b>F</b> |
| <b>AUTHORIZED INDIVIDUAL:</b> | <b>G</b> |
| <b>SIGNATURE:</b>             | <b>G</b> |
| <b>TITLE:</b>                 | <b>H</b> |
| <b>ADDRESS:</b>               | <b>I</b> |
| <b>TELEPHONE:</b>             | <b>J</b> |
| <b>E-MAIL ADDRESS:</b>        | <b>K</b> |

NOTE: IF YOU HAVE ANY QUESTIONS, CALL YOUR COMPTROLLER'S REVENUE MONITOR OR JERRY CENTO

\* ATTACH SCHEDULE IF NECESSARY

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

## RECONCILIATION OF CASH BASIS REVENUES

---

| <u>Letter</u>    | <u>Explanation</u>   |
|------------------|--|
| <b>A</b>         | The total revenue earned for the agency, budget code and revenue source per FMS report.  |
| <b>B</b>         | Revenue collected by an Agency by June 30 <sup>th</sup> or prior but deposited July 1 <sup>st</sup> or later. These deposits now require a Cash Transfer Journal Entry (J2) to transfer the revenue back to Fiscal Year 2009.  |
| <b>C</b>         | Deposits made June 30 <sup>th</sup> or prior which are still on the FMS Document Listing Table (SUSF) or have been misapplied. Contact appropriate monitor in the Revenue Monitoring Unit with document number, deposit date and amounts so that research can begin. |
| <b>D &amp; E</b> | The adjusted balance should now equal the agency's records.  |
| <b>F</b>         | Date reconciliation was prepared.  |
| <b>G</b>         | Print name and sign.   |
| <b>H</b>         | Title of "G".  |
| <b>I</b>         | Address of "G".  |
| <b>J</b>         | Telephone number.  |
| <b>K</b>         | E-mail address of "G".   |

**Reconciliations should include all the information needed to research missing items (copy of bank deposit tickets with deposit date and agency CR document with CR number & codes to credit).**

**REVENUE, RECEIVABLES, AND ADVANCES AS OF  
JUNE 30, 2009**

|                                   |                         |                    |                           |
|-----------------------------------|-------------------------|--------------------|---------------------------|
| <b>FMS REVENUE<br/>STRUCTURE:</b> | <b>AGENCY NAME/CODE</b> | <b>BUDGET CODE</b> | <b>REVENUE<br/>SOURCE</b> |
|                                   |                         |                    |                           |

|                                |  |
|--------------------------------|--|
| <b>GRANT/PROGRAM<br/>NAME:</b> |  |
|--------------------------------|--|

|   |                        |                       |
|---|------------------------|-----------------------|
| <b>REVENUE</b><br>FISCAL YEAR-TO-DATE REVENUE RECOGNIZED PER FMS (FA34 REPORT OR<br>RSSI SCREEN)<br><br>ADD: INs OR URs IN TRANSIT *<br><br>ADD: IN OR UR INCREASES *<br><br>LESS: IN OR UR DECREASES *<br><br>ADJUSTED REVENUE RECOGNIZED BY FMS (FORMULA)<br><br>REVENUE EARNED PER AGENCY RECORDS **<br><br><b>RECEIVABLES</b><br><br>BALANCES PER FMS REPORT FA20 (URs) *<br><br>BALANCES PER FMS REPORT A671 (INs) *<br><br>TOTAL RECEIVABLE PER FMS (FORMULA)<br><br>RECEIVABLE PER AGENCY RECORDS ** (AS OF REPORT DATE)<br><br><b>ADVANCES</b><br><br>BALANCES PER FMS REPORT FA21 (CRs UNAPPLIED)<br><br>ADVANCE BALANCE PER AGENCY RECORDS ** (AS OF REPORT DATE) |                        | <b>A</b>              |
|   | <b>B</b>               |                       |
|   | <b>C</b>               |                       |
|   | <b>D</b>               |                       |
|   | <b>A + B + C + D =</b> | <b>E \$ (FORMULA)</b> |
|   |                        | <b>F</b>              |
|   |                        |                       |
|   | <b>G</b>               |                       |
|   | <b>H</b>               |                       |
|   | <b>G + H =</b>         | <b>I \$ (FORMULA)</b> |
|   |                        | <b>J</b>              |
|   |                        | <b>K</b>              |
|   |                        | <b>L</b>              |

|                                   |          |  |
|-----------------------------------|----------|--|
| <b>DATE:</b>                      | <b>M</b> |  |
| <b>AUTHORIZED<br/>INDIVIDUAL:</b> | <b>N</b> |  |
| <b>SIGNATURE:</b>                 | <b>O</b> |  |
| <b>TITLE:</b>                     | <b>P</b> |  |
| <b>ADDRESS:</b>                   | <b>Q</b> |  |
| <b>TELEPHONE:</b>                 | <b>R</b> |  |
| <b>E-MAIL ADDRESS:</b>            | <b>S</b> |  |

NOTE: IF YOU HAVE ANY QUESTIONS, CALL YOUR COMPTROLLER'S REVENUE MONITOR OR JERRY CENTO.

\* ATTACH LIST OF DOCUMENTS

\*\* ATTACH SCHEDULE RECONCILING DIFFERENCES BETWEEN AGENCY RECORDS AND FMS.

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

## RECONCILIATION OF ACCRUAL BASIS REVENUES

---

| <u>Letter</u> | <u>Explanation</u>  |
|---------------|---|
| <b>A</b>      | The total revenue earned for the agency, budget code and revenue source per FMS report.             |
| <b>B</b>      | Revenue Invoices (IN, IN1) which were prepared but not entered into the FMS system.                 |
| <b>C</b>      | Invoices which are being held in error suspense (SUSF) and therefore, not accepted into the system. |
| <b>D</b>      | Invoices which are to be decreased or cancelled.  |
| <b>E</b>      | Adjusted Balance per FMS report.  |
| <b>F</b>      | Earned Revenue per agency records.  |
| <b>G</b>      | Balances for revenue source per FMS FA20-Total Unbilled.  |
| <b>H</b>      | Total for balances of FMS A671-Total Billed.  |
| <b>I</b>      | Total receivables per agency records.   |
| <b>J</b>      | Receivable Balance per Agency records (G+H).  |
| <b>K</b>      | Balance of advances for revenue source per FMS FA21.  |
| <b>L</b>      | Balance of advances per agency records.   |
| <b>M</b>      | Date this report is being submitted.  |
| <b>N</b>      | Name of individual authorized to submit this report (print name).                                   |
| <b>O</b>      | Signature of individual in letter "N".  |
| <b>P</b>      | Title of individual in letter "N".  |
| <b>Q</b>      | Address of individual in letter "N".  |
| <b>R</b>      | Telephone of individual in letter "N".  |
| <b>S</b>      | E-mail address of individual in letter "N".   |

**STATUS REPORT EXAMPLE**  
**REPORT OF AGENCY ACTIVITY FOR BFY07 AND OLDER RECEIVABLES AS OF JUNE 30, 2009**

---

For each item on the FA52 report for BFY07 or earlier, please explain your agency's activity in 2009, using the illustrative sample below:

| <b>BFY</b>  | <b>AGCY</b> | <b>BUDCO</b> | <b>REVSRC</b> | <b>BILLED</b> |
|---|-------------|--------------|---------------|---------------|
| 2007  | 002         | 0421         | 29978         | \$381,004     |
| <b>STATUS= STILL A GOOD RECEIVABLE (COLLECTIBLE)</b>  |             |              |               |               |
| <b>ACTIVITY= Grantor said 6/15/09 in telephone conversation that audit is now complete and payment is expected in September 2009.</b> |             |              |               |               |

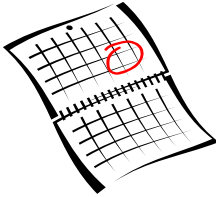
## F. ACCRUED GENERAL FUND EXPENDITURES - OTPS

Sharon Yip Phone: 212/669-8020

Fax: 212/669-8036 or 212/815-8567

E-mail: [syip@comptroller.nyc.gov](mailto:syip@comptroller.nyc.gov)

Room 827



### Critical Dates

- **June 30, 2009** – Last date to receive goods and services for Fiscal Year 2009
- **July 1 – July 18, 2009** – Period to enter Fiscal Year 2009 expenditure vouchers with 12/09 accounting period
- **July 11, 2009** – Start initial encumbrance “roll”.
- **July 20 – August 28, 2009** – Automatic two-sided MYs are generated in FMS
- **July 21, 2009** – Start of audit of two-sided MYs
- **August 2, 2009** – The 2<sup>nd</sup> “Roll” of encumbrances
- **August 22, 2009** – The 3<sup>rd</sup> “Roll” of encumbrances
- **August 31 – September 25, 2009** – Submit MY entry in FMS and review of one-sided Fiscal Year 2009 accruals
- **August 30, 2009** – Lapse all open encumbrances.

**Note:** The Critical dates for the Department of Environmental Protection year-end OTPS accruals have been issued under separate cover.

### Overview

Financial control, is one of the primary goals of FMS, includes the establishment of budgetary control over “Other Than Personal Services” (OTPS) expenditures, such as supplies, materials, equipment and services. The New York City Charter establishes the legal budgetary control at the Unit of Appropriation level. The total of pre-encumbrances (requisitions), encumbrances (purchase orders and contracts) and expenditures should not exceed an agency’s budget at the Unit of Appropriation level. FMS records commitments using requisitions to reserve funds prior to the issuance of encumbrances. Once an encumbrance has been entered in FMS, the requisition is cleared. When the payment expense voucher (PVE) is accepted into FMS, the encumbrance is cleared by the PVE and a liability is recorded in FMS until it is liquidated by the issuance of a warrant by FMS.

Generally Accepted Accounting Principles (GAAP), promulgated by the Governmental Accounting Standards Board (GASB) requires that outstanding encumbrances at year-end not be recorded as expenditures. Therefore if the goods or services referenced by an encumbrance have not been received by June 30, 2009, the encumbrance must “Roll” to the following fiscal year, with no expenditure charged against Fiscal Year 2009. **PROPER RECORDING OF EACH AGENCY’S EXPENDITURES IS CRITICAL TO THE ACCURATE REPORTING OF THE CITY’S FINANCIAL RESULTS OF OPERATIONS.**

The “Roll” of encumbrances will begin on July 11, 2009 and continue until August 22, 2009. There should be no interruption of payments to vendors, since all encumbrances will be available for processing in the appropriate fiscal year. **All Fiscal Year 2009 open encumbrances that are under \$25.00 will be lapsed on August 30, 2009.**

### 1. Procedures

- Each agency receives the FMS E641 report- Aged Open Agreements by Payee/Vendor report on a monthly basis.

- Agencies should review this report each month and at year-end agencies should determine if the open items should be reduced or carried forward to Fiscal Year 2010.
  - Items referencing goods or services received by June 30, 2009 should be left open. These open items will be automatically rolled over to Fiscal Year 2010 if they are not vouchered by August 28, 2009.
  - Items that have not been delivered by June 30, 2009, should be rolled and the expenditure will be charged to Fiscal Year 2010.
- Encumbrances must be established early enough in Fiscal Year 2009 to allow sufficient time for goods and services to be received by the June 30, 2009 cutoff date. Further, it is a violation of the City Charter, as well as the City's purchasing procedures, to place orders with a vendor prior to the acceptance of purchase orders or contracts into FMS.
- To minimize the amount of year-end work, vouchers should be promptly processed against contracts and purchase orders for goods received or services rendered prior to July 1, 2009. **Fiscal Year 2009 vouchers will be processed in FMS through July 18, 2009 by entering 12/09 in the accounting period field.** Agencies should make every effort to process Fiscal Year 2009 payment vouchers on line by July 13, 2009, to provide sufficient time to correct any errors. **After July 18, 2009, all vouchers processed should have a blank accounting period.** They will be charged against Fiscal Year 2010 and a two-sided MY will be automatically generated if they represent valid Fiscal Year 2009 charges (i.e., delivery period prior to July 1, 2009).

## 2. Criteria for Fiscal Year 2009 Expenditures

- Goods and services received by June 30, 2009.
- Utilities and other services - for services received that span two fiscal years, **if the voucher is processed between July 1 and July 18, 2009 TWO vouchers should be entered into FMS, one indicating Fiscal Year 2009 charges (Month 12 entered in Accounting Period field) and one reflecting Fiscal Year 2010 charges (Accounting Period field left blank).** For those invoices that span two fiscal years and are accepted in FMS after July 18<sup>th</sup>, FMS will pro-rate the expenditures into the appropriate fiscal year indicated by the FROM/TO dates recorded in the delivery period section.
- Program Contracts – Fiscal Year 2009 accruals for program contracts should be established for only those expenditures incurred through June 30, 2009. A program contract is between an agency and a contractor or vendor to administer programs that provide both social and other governmental services.
- Audits/Evaluation Contracts - Estimated expenditures against contracts for audits, evaluations of programs or program agencies may be charged to Fiscal Year 2009 if the period being audited/evaluated ends no later than September 30, 2009. Accruals falling under this category will be accepted even though the audit is to be done in Fiscal Year 2010.
- Leases - If an agency remains in possession of the premises after the expiration of a lease and prior to the lease being renegotiated, rental expenditures for the period between the lease expiration and June 30, 2009 must be accrued.

- Postage - Expenditures for postage, including postal meters and stamps should only be charged to Fiscal Year 2009 if the expenditure applies to items purchased (stamps) or meter amounts increased by June 30, 2009. The purchase of stamps or the increasing of meter amounts on or after July 1, 2009, is a Fiscal Year 2010 expenditure.
- Expenditures for periods of service received through June 30, 2009, for which contract amendments are awaiting approval, represent valid Fiscal Year 2009 expenditures and should be accrued.

### 3. "Roll" of Encumbrances

- FISA will load roll tables PORL (with open encumbrance document header information) and POR2 (with open encumbrance lines) on July 1, 2009.
- On July 11, 2009 agencies will be able to start to roll or lapse the Fiscal Year 2009 encumbrances. The FMS global setting will be set to "hold". If an agency takes no action, then all encumbrances will remain "open".
- On August 2<sup>nd</sup>, the second Roll criteria will be the same as the July 11<sup>th</sup> above.
- On August 22<sup>nd</sup>, agencies must identify which encumbrances should be lapsed. Otherwise, all encumbrances will be rolled because the FMS global setting will be set to "roll" from Fiscal Year 2009 to Fiscal Year 2010. Therefore, all open Fiscal Year 2009 encumbrances will be charged against the Fiscal Year 2010 budget. **Encumbrances less than \$25.00 cannot be rolled, so they will automatically be lapsed.**
- FISA will perform a final "Roll" of the open valid outstanding Fiscal Year 2009 encumbrance balances on August 30<sup>th</sup>. Any encumbrances not rolled because of an error will be lapsed.
- After the "Roll" all agencies should check to make sure that all documents that should have rolled did roll to Fiscal Year 2010. If there is a problem, call the FISA Call Center at (212) 857-1700. **On August 30<sup>th</sup>, all open encumbrances not rolled will be lapsed.**

### 4. Voucher Processing for Fiscal Year 2009



#### NOTE:

The last date to charge vouchers directly to Fiscal Year 2009 will be July 18, 2009. For all vouchers processed through July 18th enter 12/09 in the Accounting Period field.

### 5. Voucher Processing in Fiscal Year 2010

- Vouchers representing valid charges for Fiscal Year 2010 should be processed online into FMS in the normal manner beginning July 1<sup>st</sup>.
- **Vouchers representing valid Fiscal Year 2009 charges and accepted in FMS after July 18, 2009 will be charged to Fiscal Year 2010 until the Multi-Year Accrued Expense Journal Entry (MY) is automatically generated by FMS based upon the delivery dates entered on the voucher. The MY will reduce the expenditure in Fiscal Year 2010 and charge it back to Fiscal Year 2009.**

**The criterion for transferring a Fiscal Year 2010 charge to Fiscal Year 2009 is that goods and/or services were received no later than June 30, 2009.**

## 6. Encumbrance/Voucher Modifications/Cancellations

- Modifications and cancellations of Fiscal Year 2009 vouchers referencing Fiscal Year 2009 encumbrances may be entered into FMS no later than July 18<sup>th</sup>. For voucher modifications and cancellations processed through July 18<sup>th</sup> enter 12/09 in the Accounting Period field to properly affect Fiscal Year 2009.

## 7. Multi-Year Accrued Expense Journal Entry (MY)

- **Vouchered items**

For payment vouchers accepted into FMS from July 20, 2009 to August 28, 2009, with delivery periods prior to July 1, 2009, two-sided MYs will be automatically generated by FMS to transfer these charges back to Fiscal Year 2009.

The agency should review the validity of the automatically generated two-sided MYs and should have all documentation available for audit to substantiate the Fiscal Year 2009 charges. The review of the two-sided MY will begin on July 21, 2009 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

If payment vouchers are accepted into FMS from July 20, 2009 through August 28, 2009, and a two-sided MY is **not automatically** generated due to a key punch error on the delivery period From/To Dates, but the expenditures are for goods or services received no later than June 30, 2009, the agency **should manually** enter a two-sided MY (**TOTPS09** or **TOTPSM09**) into FMS and submit it to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit for approval. All supporting documentation pertaining to these transactions should be submitted to substantiate the Fiscal Year 2009 charges.

Automated generation of Multi-Year Accrued Expenditure (MY) documents will automatically prorate prior year expense whenever a Payment Voucher has delivery periods (From/To dates) that span two fiscal years. Delivery periods prior to 07/01/09 will not have an automated MY generated. These should be cleared against prior year accruals in November.

- **Items not vouchered**

One-sided MY documents must be prepared for those items received and/or services performed prior to July 1, 2009 for which no payment voucher has been accepted into FMS by August 28, 2009. The one-sided MY documents should be manually entered into FMS to establish the accrued expenditure for Fiscal Year 2009.



**NOTE:**

**Agencies should not submit one-sided MY document accruals for items that were already transferred to Fiscal Year 2009 via two-sided MY documents.**

### **Submission of the one-sided MY Package**

- One-sided MYs are to be entered online into FMS beginning August 31, 2009.
- The final date to enter one-sided MYs is September 25, 2009.
- A printout of the completed MYs with the schedule of Accrued Expenditures should be submitted to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit for review no later than September 25, 2009.

▪ **Documentation required supporting Fiscal Year 2009 expenditures**

- 1) For goods:
  - ⇒ Vendors invoices
  - ⇒ Shipping documents dated June 30, 2009 or prior
  - ⇒ Receiving reports dated June 30, 2009 or prior
- 2) For services:
  - ⇒ Vendors invoices
  - ⇒ Signed certifications that the services were performed by June 30, 2009
- 3) Program contracts:
  - ⇒ Claims or bills showing expenditures incurred through June 30, 2009, payments or advances applied to these expenditures should be reflected
- 4) Leases:
  - ⇒ Rent bills showing the amount of expenditures incurred through June 30, 2009
- 5) Retainage:
  - ⇒ If retainage withheld has not been entered in FMS, submit computation as to how the retainage amount was determined (usually shown as a deduction from the vendor's invoice)

|       |                  |          |
|-------|------------------|----------|
| i.e.: | Vendor's Invoice | \$10,000 |
|       | - 1% retainage   | \$100    |

- ⇒ Date the retainage amount will be paid
- ⇒ Explanation why the agency is not using FMS to withhold retainage



**NOTE:**

**Retainage functionally is available in FMS for both General and Capital Funds.**

**All documentation requested by the Comptroller's Office must be original and available for audit; NO exceptions will be made.**

• **Adjustments and Clearings of one-sided MY**

When an agency submits a one-sided MY to accrue expenditures for Fiscal Year 2009, a subsequent MY clearing document must be submitted to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit when a partial or full payment is made in Fiscal Year 2010 for the Fiscal Year 2009 accrued expenditure. The processing of the MY clearing document will decrease the expenditure in Fiscal Year 2010 and reduce the open accrual in Fiscal Year 2009.

- **Multi-Year Accrued Expenditures Distribution (MYD) (MY clearing document).**

The MYD is used when a MY was partially cleared in a previous Budget Fiscal Year (BFY) or when the structure is different.

**Features of the MYD:**

- To clear prior fiscal year expenditures for which the MY accrual line has been partially cleared in a previous year. (BFY on the MYOL clearing section other than Fiscal Year 2010)
- Each Prior Year Accrual line requires one MYD which can have multiple Current Year Clearing lines. (Same Unit of Appropriation/Object Code)
- Each Current Year Clearing line requires a unique line number.
- A MY has a limit of 100 accounting lines from 00 to 99. Each MYD processed will create a new line for a MY document. Please be careful and always check the information on the MYOL screen before preparing a MY clearing or MYD clearing transaction.
- **At no time** should the total amount to be cleared for a particular agency code unit appropriation - budget code - detail object code structure exceed the accrual originally established on the one-sided MY.
- All clearing documents will be audited. All original documentation must be available for audit.
- On November 2, 2009, agencies should begin submitting clearing documents to the Comptroller's Office Bureau of Accountancy, Accrued Expenditures Unit for review and approval. (See example for voucher listing on page 53)

#### 8. **Reimbursable Expenditures**

Agencies must ensure that a revenue receivable has been entered in FMS for every expenditure, actual or accrued which generates reimbursable revenues from a grantor. Further, agencies making any adjustment (increase and/or decrease) for a reimbursable expenditure must also make a corresponding adjustment for the revenue receivable. (**See Section C**)

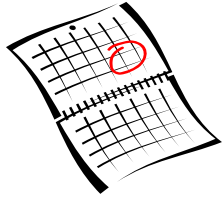
## G. ACCRUED GENERAL FUND EXPENDITURES - PS

Sharon Yip Phone: 212/669-8020

Fax: 212/669-8036 or 212/815-8567

E-mail: [syip@comptroller.nyc.gov](mailto:syip@comptroller.nyc.gov)

Room 827



### Critical Dates

- July 1 – August 28, 2009 – Period to pay “split payroll” within the Payroll Management System (PMS)
- August 31 – September 25, 2009 – Set up Fiscal Year 2009 accruals with one-sided MY

**NOTE: The Critical dates for the DEP year-end PS accruals have been under separate cover.**

Regular gross salary paid in July but covering periods wholly or partially in Fiscal Year 2009 and partially in Fiscal Year 2010 will be automatically charged to the correct fiscal year. The Payroll Management System (PMS) calculates the number of days in each fiscal year using the pay period end dates in FISA's Pay Cycle Reference Table and prorates the amounts accordingly.

Additional compensation earned by employees for services rendered in Fiscal Year 2009 but paid during July and August will also be accrued and automatically charged to Fiscal Year 2009 by entering the applicable “effective date” no later than June 30, 2009 in PMS. This automatic accrual feature will be available through the August 28, 2009 payroll.

Management separation payments should be recognized as liabilities when the payments become due. For example, a managerial employee retires on June 30, 2009 and is entitled to receive a separation payment of \$30,000. The \$30,000 should be recognized and accrued in Fiscal Year 2009. For non-managerial employees, since they remain on the payroll, the liabilities and expenditures should be recorded in the posting months of the pay period end dates because that is when the payments become due.

If the managerial and non-managerial employees retire with a buyout which entitles them to receive 3 equal Annual installments of \$10,000 commencing with Fiscal Year 2009, then \$10,000 should be recognized in Fiscal Year 2009, \$10,000 in Fiscal Year 2010, and \$10,000 in Fiscal Year 2011 because those are the amounts that become due each fiscal year.

For Fiscal Year 2009 earnings to be paid after August 28, 2009, i.e., overtime, shift differential, etc., a one-sided Multi-Year Accrued Expense (MY) document must be entered into FMS during the period August 31, 2009 to September 25, 2009 to establish the Fiscal Year 2009 accrual.

The one-sided MY should be entered into FMS and a copy of the MY print screen together with the work sheet detailing the following should be sent to the Comptroller's Office.

- Explanation of the accrued payroll amount.
- What employees or titles and number of employees within title, will be paid, plus a mathematical computation as to how the payroll accrual amount was calculated.
- The name and telephone number of the individual responsible for maintaining this information.

**This information should be submitted to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit no later than September 25, 2009.**

When payments are actually made for items accrued on the MY document, a clearing document should be prepared to clear the Fiscal Year 2009 payroll accrual and credit (decrease) the Fiscal Year 2010 PS codes that were originally charged. Agencies should begin submitting MY clearing documents to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit on November 2, 2009.

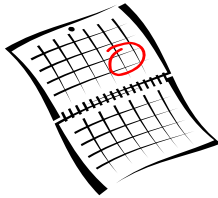
## H. ACCRUED GENERAL FUND EXPENDITURES – OTPS (PVs and PVMs \$75,000 and Over)

Sharon Yip Phone: 212/669-8020

Fax: 212/669-8036 or 212/815-8567

E-mail: [syip@comptroller.nyc.gov](mailto:syip@comptroller.nyc.gov)

Room 827



### Critical Dates

- **June 30, 2009** – Last date to receive goods and services for Fiscal Year 2009
- **July 1 – July 18, 2009** – Period to enter Fiscal Year 2009 expense vouchers with 12/09 accounting period
- **July 20 – August 28, 2009** – Automatic two-sided MYs are generated in FMS
- **July 21, 2009** – Start of audit of two-sided MYs
- **August 31 – September 25, 2009** – Submit MY entry in FMS and review of one-sided Fiscal Year 2009 accruals

All Payment Vouchers (PVs) processed after July 18, 2009 will be charged to Fiscal Year 2010. Agencies should make every effort to process Fiscal Year 2009 payment vouchers on line by July 13, 2009, to provide sufficient time to correct errors. **Vouchers representing valid charges against Fiscal Year 2009, which were accepted through July 18<sup>th</sup>, must have a 12/09 Accounting Period to be charged directly to Fiscal Year 2009.**

Vouchers processed and accepted into FMS from July 20<sup>th</sup> through August 28, 2009, with delivery periods prior to July 1, 2009, will have a two-sided MY automatically generated by FMS to transfer these charges back to Fiscal Year 2009.

Agencies should review the validity of the automatically generated two-sided MYs and should have all documentation available for audit in order to transfer the charges back to Fiscal Year 2009. The review of the two-sided MYs will begin on July 21, 2009 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 31<sup>st</sup>, one-sided MY accruals should be entered online into FMS for those Fiscal Year 2009 expenditures, which have not been vouchered by the August 28, 2009 cutoff date. **The final date for submission of a one-sided MY accrual is September 25, 2009.** Agencies should begin submitting MY clearing documents to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit on November 2, 2009.

### PVM'S \$75,000 and Over

For Fiscal Year 2009, all **PVM vouchers over \$75,000** accepted in FMS from July 1, 2009 through September 30, 2009, whether for Fiscal Year 2009 or Fiscal Year 2010, will be **subject** to audit by the Comptroller's Office's Bureau of Accountancy, Accrued Expenditures Unit. A statistical sample of PVMs will be selected. The agency will be required to submit a copy of the payment voucher and all supporting documentation to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

It is the responsibility of the agency to maintain original documentation to support all activity in FMS.

**PLEASE DO NOT SEND ANY DOCUMENTATION FOR PVMs \$75,000 OR GREATER UNLESS THE COMPTROLLER'S OFFICE HAS REQUESTED DOCUMENTATION**

SAMPLE

VOUCHER LISTING FOR MY / MYD CLEARING

AGENCY CODE: 015  
MY DOCUMENT #: OTPS09002  
MY TOTAL: \$7,550.00

| VENDOR CODE               | VOUCHER #           | ACCEPTANCE DATE | U/A | BUDGET CODE | OBJECT CODE | VOUCHER AMOUNT | MY LINE # | MY LINE AMOUNT  |                           |
|---------------------------|---------------------|-----------------|-----|-------------|-------------|----------------|-----------|-----------------|---------------------------|
| 12345678911               | PVE 015 12345678910 | 8/31/09         | 002 | 0201        | 1000        | \$ 1,000.00    |           |                 |                           |
| 12345678911               | PVE 015 12345678911 | 9/04/09         | 002 | 0201        | 1000        | 900.00         |           |                 |                           |
| 12345678911               | PVE 015 12345678912 | 9/09/09         | 002 | 0201        | 1000        | 800.00         |           |                 |                           |
| 12345678911               | PVE 015 12345678913 | 9/10/09         | 002 | 0201        | 1000        | 700.00         |           |                 |                           |
| 12345678911               | PVE 015 12345678914 | 9/15/09         | 002 | 0201        | 1000        | <u>600.00</u>  |           |                 |                           |
|                           |                     |                 |     |             |             |                | 1         | \$ 4,000.00     |                           |
| 12345678921               | PVE 015 12345678916 | 9/04/09         | 002 | 2001        | 6860        | 500.00         |           |                 |                           |
| 12345678921               | PVE 015 12345678917 | 9/10/09         | 002 | 2001        | 6860        | 750.00         |           |                 |                           |
| 12345678921               | PVE 015 12345678918 | 9/15/09         | 002 | 2001        | 6860        | 850.00         |           |                 |                           |
| 12345678921               | PVE 015 12345678919 | 9/22/09         | 002 | 2001        | 6860        | 650.00         |           |                 |                           |
| 12345678921               | PVE 015 12345678920 | 9/29/09         | 002 | 2001        | 6860        | 450.00         |           |                 |                           |
| 12345678921               | PVE 015 12345678931 | 10/27/09        | 002 | 2001        | 6860        | <u>350.00</u>  |           |                 |                           |
|                           |                     |                 |     |             |             |                | 2         | <u>3,550.00</u> |                           |
| <b>MY DOCUMENT TOTAL:</b> |                     |                 |     |             |             |                |           |                 | <b><u>\$ 7,550.00</u></b> |

This page illustrates the information required to be shown on the one-sided MY clearing submission.

## I. ESTIMATED DISALLOWANCES OF FEDERAL, STATE and OTHER AID

Berta Lara

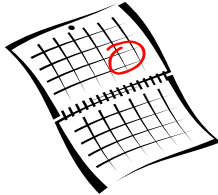
Phone: 212/669-4865

Fax: 212/669-8036

E-mail: [blara@comptroller.nyc.gov](mailto:blara@comptroller.nyc.gov)

Room 827

### Critical Date



- **July 10, 2009** – Last date to submit grant data

To assist the Comptroller's Office in determining the provision for disallowances of Federal, State and other aid for Fiscal Year 2009, and to review the adequacy of the estimated reserve for disallowances as of June 30, 2009, agencies are required to submit by July 10, 2009, the following information concerning completed audits and those in progress by grantors:

- The name of grant or program.
- The funding source (Federal, State or other).
- FMS budget structure (agency number, budget code, and revenue source).
- Period being audited. Indicate each fiscal year.
- Status of audit:
  - A = definite disallowance
  - B = finalized or under appeal
  - C = in progress or in draft
- Amount of disallowance per audit. (For audits in progress, please provide an estimate. All other disallowances should come from the Audit Report. Please, enclose a copy of the audit report if not previously submitted).
- Prior years' disallowances that are still valid
- The name and affiliation of the auditor, (e.g., the auditor may be from a State or Federal program, or agency; the State Comptroller; the City Comptroller; or an independent auditor).

Additionally, prepare and submit a schedule listing all grant programs in your agency beginning with Fiscal Year 2000. Your listing should reflect two classifications: Grants Never Audited and All Other. Indicate the last audited year for each grant in the latter category.

### NOTE:

- These Schedules can be downloaded from the Comptroller's Website, completed and returned **electronically** to the Comptroller's Office by E-mail or on a CD. This will permit you to retain a copy for your records to facilitate updating this record next year. (See the instructions for downloading from the Comptroller's Website in Appendix 4).



Additional information, which comes to your attention subsequent to July 10, 2009, should be submitted immediately to the Comptroller's Office.

- Please refer to Comptroller's Memo 92-01 (Estimated disallowances of Federal, State and other Aid) issued to City agencies on December 16, 1991. This memo requires City agencies to submit this information quarterly.





## J. SINGLE AUDIT

Natilie Laws

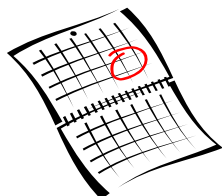
E-mail: [nlaws@comptroller.nyc.gov](mailto:nlaws@comptroller.nyc.gov)

Phone: 212/669-8035

Room 827

Fax: 212/669-8036

### Critical Date



- **November 4, 2009** – Pick up FMS FA94 Report
- **November 18, 2009** – Return FMS FA94 Report

## A. OVERVIEW

### Introduction

The Single Audit Amendments Act (Public Law 104-56) was enacted into law in July 1996 and replaced the Single Audit Act of 1994. The Amendment established a law to streamline and improve the effectiveness of audits of Federal awards for state and local governments and not-for-profit organizations. To implement the requirements of the Single Audit Amendment Act of 1996, the Federal Office of Management and Budget (OMB) issued Circular A-133 “Audits of States and Local Governments and Non-Profit Organizations”.

### **What is the Single Audit?**

The single audit comprises the audit of a non-federal entity’s activities and programs which expend federal awards during a fiscal year. The single audit is based on Federal guidelines as established in the Single Audit Amendments Act of 1996 and OMB Circular A-133. A single audit is conducted by independent auditors.

### **The City of New York Single Audit**

The New York City Single Audit includes an examination of the financial records, internal controls and compliance with Federal laws and regulations for both the Federal programs and the City as a whole.

### **Focus of the Audit of the City’s Financial Statements**

The audit of the City’s financial statements is designed to determine whether the statements are *fairly presented in all material respects; and whether the presentation is in accordance with Generally Accepted Accounting Principles (GAAP)*.

### **Focus of the Audit of the City’s Federal Awards**

The objective of the audit of Federal awards is to determine whether Federal funds were expended appropriately and in compliance with applicable laws and regulations.

## **The City's Single Audit Reporting Responsibilities Include:**

- Understanding the audit requirements
- Defining the audit entity
- Coordinating the Single Audit process among its various agencies receiving Federal awards and submitting the Single Audit reporting package to the Federal Clearinghouse

## **Single Audit Reporting Package**

Under OMB Circular A-133, the City is required to submit a Single Audit reporting package to the Federal Clearinghouse. The City may also submit the Single Audit reporting package to other Federal agencies, and to pass-through entities (at their request).

The Single Audit reporting package includes:

- The City Single Audit Reports
- Data Collection Form
- Summary of prior audit findings
- Corrective action plan

## **Single Audit Report**

The New York City Single Audit Report consists of:

### **The independent auditors' report on:**

- The City's Financial Statements and Supplementary Schedule of Expenditures of Federal Awards
- Report on Compliance and on Internal Control over Financial Reporting based on an audit of the City's Financial Statements performed in accordance with Government Auditing Standards
- Report on Compliance with requirements applicable to each Major Program and on Internal Control over Compliance in accordance with OMB Circular A-133

## **Schedule of Expenditures of Federal Awards**

### **Notes to the Schedule of Expenditures of Federal Awards**

### **Independent Auditors**

The City's independent auditors, Deloitte & Touche, LLP, will conduct the City of New York Single Audit.

As one of the initial steps in conducting the City's Single Audit, the Auditors must determine Major programs for review. Type A Major Programs for the City would predominantly be programs with more than \$30 million of total Federal awards.

It is imperative that you e-mail or call Natilie Laws before July 14<sup>th</sup> to report all Federal programs that exceed or may come close to \$30 million for Fiscal Year 2009.

### **The Mayor of the City of New York and the Office of the Comptroller**

The New York City Single Audit is completed through the coordinated efforts of the Mayor's Office of Operations, the Mayor's Office of Management and Budget and the Office of

the Comptroller. Cooperation of all City agencies covered by the requirements is crucial to the successful completion of the Single Audit.

The New York City Office of the Comptroller prepares the Schedule of Expenditures of Federal Awards, coordinates the issuance of the City's Single Audit Report; assists in the coordination of the audit by the independent auditors; and provides technical guidance through the issuance of Comptroller's Directives.

## **Internal Controls**

To assist City agencies in maintaining adequate internal controls and achieving compliance with Federal laws and regulations, the Office of the Comptroller requires that agencies complete the Office of the Comptroller's Directive 1 Questionnaire, "Agency Evaluation of Internal Controls."

## **Schedule of Expenditure of Federal Awards**

The Single Audit Amendments Act of 1996 and OMB A-133 require the preparation of a Schedule of Expenditures of Federal Awards. The Schedule must include the following:

- List Federal programs by CFDA number for each Federal agency
- Identification of pass-through entities
- The total amount of Federal awards expended during the year.

The Schedule of Expenditures of Federal Awards is prepared by the Office of the Comptroller, in coordination with City agencies. The preparation of the Schedule involves the following process.

The City of New York's Financial Management System (FMS) generates report FA94. This report should reflect the total federal expenditures incurred by City agencies during the fiscal year. The report is distributed to City agencies for review and reconciliation. Once the data is reviewed and returned by agencies, the Office of the Comptroller prepares the Schedule of Expenditures of Federal Awards which is then submitted to the independent auditors for examination and inclusion in the City of New York Single Audit Report.

## **Procedures**

The preparation of the Schedule of Expenditures of Federal Awards follows the accrual basis of accounting. Therefore, agencies should make sure that all federal assistance expenditures incurred by them during the fiscal year are included in their report.

To ensure the accuracy of the data and fair presentation of the schedule of Expenditures of Federal Awards, the Office of the Comptroller requires that agencies perform the following:

- Review the schedule to ensure that all data stated is correct
- Reconcile the amounts in the Schedule to their internal records
- Ensure that the CFDA numbers (or other identifying numbers) are accurate
- Ensure that the review takes into account all Federal assistance expended by the agency including those programs received from a *pass-through entity* as well as *non-cash assistance* and any grant not accounted for in the RMDS report, or FMS FA 94 report.
- Include the reviewer's signature, title and telephone number on each page of the report.

## **Report Deadline**

The FMS FA94 report prepared by the Office of the Comptroller will be available for distribution or pick up on **November 4<sup>th</sup>**. Agencies must submit the reviewed and reconciled report to the Office of the Comptroller by **November 18<sup>th</sup>**.

## K. INTRACITY PURCHASES

Julia Roca

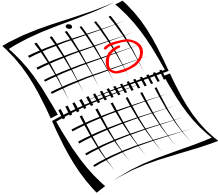
Phone: 212/669-8003

Fax: 212/669-8036

E-mail: [jroca@comptroller.nyc.gov](mailto:jroca@comptroller.nyc.gov)

Room 827

### Critical Dates



- **July 18,2009** – Last day to process a PVI with an accounting period 12/09
- **August 28,2009** – Last date to enter a PVI with an accounting period of 13/09

Agencies that purchase goods and or services from other City agencies should use the FMS Internal Payment Vouchers (PVI) to reimburse the selling agency.

The following procedures should be used to insure that all intracity purchases for Fiscal Year 2009 are properly accounted for:

1. Procedures for an agency buying goods and/or services from a city agency other than The Department of Citywide Administrative Services (DCAS).
  - a) From July 1 through July 18, 2009, agencies processing PVIs for Fiscal Year 2009 should enter the document into FMS with an Accounting Period 12/09.
  - b) From July 20 through August 28, 2009, all PVIs should be entered in FMS with an Accounting Period 13/09.
  - c) If an agency enters a PVI document after August 28 with a 13/09 Accounting Period, it will receive an error message requiring a Comptroller's Office override. The agency should print the document and send it to the Comptroller's Office, accompanied by the original intracity invoices, delivery documentation and any other proof of delivery or services received dated prior to July 1, 2009. Send documentation to the Bureau of Accountancy, 1 Centre Street room 827, Room 827, Attention: Julia Roca
2. Procedures for agencies buying goods and/or services from DCAS:
  - a) Delivery documentation dated prior to July 1, 2009 should be sent directly to DCAS.
  - b) PVIs will be prepared by DCAS, following the same timetable as above.

**L. CAPITAL PROJECTS EXPENDITURE ACCRUALS**

Vivian Kwok

Phone: 212/669-7610

Fax: 212/815-8697

E-mail: [capital@comptroller.nyc.gov](mailto:capital@comptroller.nyc.gov)

Room 808

Gary Tumarkin

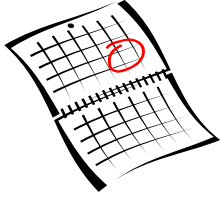
Phone: 212/669-3941

Fax: 212/815-8697

E-mail: [capital@comptroller.nyc.gov](mailto:capital@comptroller.nyc.gov)

Room 808

**Critical Date**



- **August 21, 2009** – Last date to submit vouchers with period of service on or before June 30, 2009

The Capital Projects Expenditure Accruals for Fiscal Year 2009 will automatically be computed by the FMS Capital accounting system. By July 18, 2009, agencies should submit all vouchers covering expenditures for Fiscal Year 2009 directly into Fiscal Year 2009 by entering a June 30, 2009 date or an accounting period of 12/09 on the voucher.

All vouchers must contain accurate delivery dates. **This is extremely important during month 13, so that FMS will automatically generate an accurate Fiscal Year 2009 accrual.**

All Fiscal Year 2009 vouchers with a period of service on or before June 30, 2009 must be submitted by August 21, 2009, in order for FMS to establish a 2-sided MY document, which will automatically record the Fiscal Year 2009 capital expenditure accrual.

Agencies must keep all documents and back-up materials available for examination by our outside independent auditors.



**NOTE:**

An adjustment to a capital expenditure accrual could have an impact on the Capital Revenue.

## M. CAPITAL ACCOUNTING RECORDS RECONCILIATION

Vivian Kwok

Phone: 212/669-7610

Fax: 212/815-8697

E-mail: [capital@comptroller.nyc.gov](mailto:capital@comptroller.nyc.gov)

Room 808

Gary Tumarkin

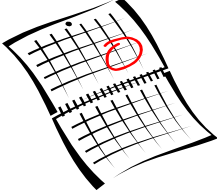
Phone: 212/669-3941

Fax: 212/815-8697

E-mail: [capital@comptroller.nyc.gov](mailto:capital@comptroller.nyc.gov)

Room 808

**Critical Date**



- **July 24, 2009** – Last date to submit Capital Reconciliation Representation Certification

The City's financial statements are prepared from information in the Financial Management System (FMS). It is therefore the responsibility of City agencies to reconcile their internal capital accounting records with FMS. The reconciliation will ensure that there is no conflicting data on the two independently maintained sets of records, which could result in incorrect financial statements.

It is also the responsibility of the agency to generate any capital adjustments that it deems necessary based on their annual reconciliation, and forward those adjustments to the Mayor's Office of Management & Budget or the Comptroller's Office as appropriate.

The Comptroller's directives require agencies to reconcile their **internal** capital records to the City's Financial Management System (FMS) monthly reports in the following areas:

- Unencumbered balance for each unit of appropriation per their internal records to the unobligated amount on Report FMS FA70B (Available Funds Summary by Agency and Agency Type). If an agency has a staffing or time constraint, it may reconcile to the "available amount" on FMS inquiry screens such as:
  - CUIA - Capital Inception-to-date Unit of Appropriation
  - CBCI - Capital Inception-to-date Budget Code\*
  - COBI - Capital Inception-to-date Object Code\*

\* **Utilized when differences exist at the unit of appropriation level.**

- Contract Liability Reconciliation - Agencies should reconcile the contract liability for each Unit of Appropriation/Budget Code combination, per their internal records to Report FA75 (Detail Listing of Open Agreement Funding source by Unit of Appropriation and Budget Code). As stated above, an agency may alternatively reconcile to an appropriate FMS screen e.g. OPPL (Open Agreement Account Line Inquiry) within the FMS system.



### **NOTE:**

Agencies are responsible for maintaining proper internal capital accounting records which will be subject to review by the Office of the Comptroller and outside independent auditors, as required.

A June 30, 2009 Capital Reconciliation Representation Certificate, signed by the Agency Fiscal Officer must be submitted to the Comptroller's Office. The Representation Certificate should state whether your agency's records for the two areas indicated above have been

reconciled to the FMS reports or to FMS screen(s). All differences whether reconciled or unreconciled should be noted on the Schedule of Differences form.

If there are any questions concerning the Capital Reconciliations or the Representation Certificate, please call Vivian Kwok at (212) 669-7610 or Gary Tumarkin at (212) 669-3941.



**NOTE:**

See the forms in Section E for a sample Revenue reconciliation formats and dates which apply for both FD 001 and FD 400 capital.

**REPRESENTATION OF AGENCY'S  
CAPITAL INTERNAL RECORD RECONCILIATION TO  
FMS CAPITAL SYSTEM**

---

Date, 2009

Ms. Vivian Kwok, Chief  
Bureau of Accountancy  
Division of Capital and Debt Service  
Municipal Building – Room 808  
One Centre Street  
New York, NY 10007

Dear Ms. Kwok:

We represent to you that we have examined our Capital Projects Fund unencumbered balances for each Unit of Appropriation and contract liabilities for each Unit of Appropriation for the fiscal year ending June 30, FILL IN FISCAL YEAR. We found them to be in agreement with FMS except for the differences indicated on the attached schedule. We were able to reconcile all differences unless otherwise noted.

Date: \_\_\_\_\_

Fiscal Officer's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Agency Code No.: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Tel No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

***Please indicate which report(s) or screen(s) were used to reconcile agency records.***

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

**SCHEDULE OF DIFFERENCES BETWEEN AGENCY'S CAPITAL RECORDS AND FMS  
FOR FISCAL YEAR ENDING JUNE 30, 2009**

| TYPE                        | DIFFERENCES | FMS OUTPUT MODE UTILIZED | EXPLANATION OF DIFFERENCES |
|-----------------------------|-------------|--------------------------|----------------------------|
| <b>UNENCUMBERED BALANCE</b> |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
| <b>CONTRACT LIABILITY</b>   |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |
|                             |             |                          |                            |

PLEASE SUBMIT ADDITIONAL SCHEDULE IF MORE SPACE IS NEEDED.

|                              |  |
|------------------------------|--|
| <b>DATE:</b>                 |  |
| <b>SIGNATURE:</b>            |  |
| <b>NAME AND TITLE:</b>       |  |
| <b>AGENCY CODE AND NAME:</b> |  |
| <b>ADDRESS:</b>              |  |
| <b>TELEPHONE NUMBER:</b>     |  |
| <b>E-MAIL ADDRESS:</b>       |  |

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

## N. CAPITAL ASSETS ACCOUNTING

Gary Tumarkin

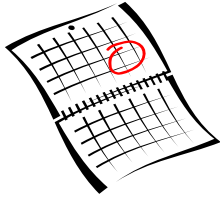
Phone: 212/669-3941

Fax: 212/815-8697

E-mail: [capital@comptroller.nyc.gov](mailto:capital@comptroller.nyc.gov)

Room 808

### Critical Dates



- **July 7, 2009** – Capital Asset Inventory Reports available
- **August 21, 2009** – Complete review and update process; Submit Certification Letter

The City is required to record the status of its Capital Assets in the City's Annual Financial Statements. The entries to record capital assets are generated from the FMS Capital Assets Accounting System. However, before this is done, we must first ascertain that the data in the system is current. To do this, we require that every agency review the June 30, 2009 Capital Assets Inventory listings and determine whether the listings accurately reflect all current year additions, retirements, transfers and adjustments.

To facilitate this procedure, we will provide two reports listing your agency's Capital Assets Inventory. These reports will be available on July 7, 2009.

Each agency must do the following:

- Review the relevant June 30, 2009 Capital Assets Inventory listings.
- Based upon your review of the Capital Assets Inventory listings create and complete the appropriate FMS Capital Asset documents in order to reflect the additions, dispositions, changes, or transfers that are necessary to correct and update the Inventory Reports. The documents that you will create online to do this are the Fixed Asset Acquisition (FA), Fixed Asset Betterment (FB), Fixed Asset Modification (FC), Fixed Asset Disposition (FD), or Fixed Asset Transfer (FT). This review and update process must be completed by August 21, 2009.
- If an asset is missing from the Capital Assets Inventory listings, complete the relevant steps below:
  - If the Asset represents equipment, vehicles, systems, or an addition to a system create and complete a FA document.
  - If the Asset represents the substantial completion of a structure, or the betterment to an existing structure create and complete a FA or FB document.
- If an Asset is erroneously listed on the Capital Assets Inventory listings or has been retired, that asset must be deleted from the Inventory Listings. To do this, create and complete a FD document (Capital Asset Disposition Document). Indicate the method of disposition. All agencies are required to complete and enter Capital Asset Disposition Documents in order to retire an Asset.
- If an Asset needs to be transferred between agencies create and complete a FT Document.
- If information about an asset has to be changed use a FC document (Capital Asset Modification Document).

Following is the Agency Certification letter which must be submitted by August 21, 2009.



**It is important for agencies to record their capital assets in a timely manner. That is, capital assets acquired or substantially completed and put into service in Fiscal Year 2009, as well as those assets disposed of, must be entered in FMS in Fiscal Year 2009**

In order for the Comptroller's Office to prepare the Capital Asset financial statements in a timely manner, all documents must be properly completed and entered into FMS by August 21, 2009. There will be no extensions granted!

**CAPITAL ASSETS CERTIFICATION LETTER**

---

Date, 2009

Vivian Kwok, Chief  
Bureau of Accountancy  
Division of Capital and Debt Service  
Municipal Building – Room 808  
One Centre Street  
New York, NY 10007

Dear Ms. Kwok:

I have reviewed the Capital Asset Inventory Report(s) number(s) \_\_\_\_\_ dated \_\_\_\_\_. This listing is complete totaling \_\_\_\_\_ assets which are valued at \_\_\_\_\_.

The information contained therein is consistent with agency information and records; corrections, additions, and adjustments have been made in FMS.

Signature: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Contact person for capital assets: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Agency Code and Name: \_\_\_\_\_  
Date: \_\_\_\_\_

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

**O. VACATION and SICK LEAVE**

Madelyn Perez

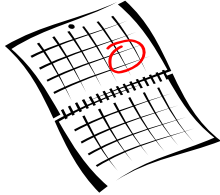
Phone: 212/669-2337

Fax: 212/815-8716

E-mail: [mperez@comptroller.nyc.gov](mailto:mperez@comptroller.nyc.gov)

Room 822

**Critical Dates**



- **August 7, 2009** – Return completed sample

Each agency is required to maintain balances for annual leave, sick leave, and compensatory time for each employee. These records, provide the Comptroller's Office with the basis for calculating the City's estimated liability to employees for time earned through June 30, 2009 for inclusion in the City's financial statements.

**Agencies Who Do NOT Maintain Balances in PMS**

The Department of Corrections non-managers, Department of Education and City Council are the only three City agencies that currently do not maintain their leave balances on the Payroll Management System (PMS). A sample of employees will be used to calculate their leave balances.

For each selected employee, the agency must provide the following:

- Balances of the specified date for annual leave, sick leave, compensatory time, and where applicable, terminal leave. Please enter the balances in hours in the appropriate columns. The total liability for each employee will automatically be calculated by formula within the spreadsheet.
- Photocopies of the time records to support the balances reported.
- A list of the specific labor agreements, time and leave regulations, etc. used in determining the leave balances.
- A statement that the employee data (payroll bank, hourly rate, salary etc.) provided by the Comptroller's Office has been verified by the agency.

All responses should be returned by E-mail to the Comptroller's Office along with the name and telephone number of the timekeeper providing the leave balances, no later than August 7, 2009. The photocopies of the time records should be submitted to the Comptroller's Office by the same date.

**P. LEASE EXPENSE**

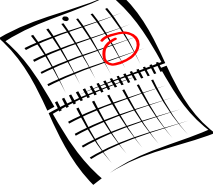
Natasha Walker

Phone: 212/669-7405

Fax: 212/815-8615

E-mail: [nwalker@comptroller.nyc.gov](mailto:nwalker@comptroller.nyc.gov)

Room 822

|   |
|---|
|  <p style="text-align: center;"><b>Critical Dates</b></p> <ul style="list-style-type: none"><li>• <b>June 5, 2009</b> - Pick up Lease Expense Report</li><li>• <b>July 6, 2009</b> - Return Lease Expense Report</li></ul> |
|---|

The City leases a significant amount of real property from private landlords. Accordingly, the Comptroller's Office requires certain data from your agency pertaining to lease obligations for inclusion in the City's Fiscal Year 2009 financial statements. In accordance with Generally Accepted Accounting Principles (GAAP), the future minimum obligations under these leases must be disclosed.

We have prepared a listing of your agency's lease expense based on prior submissions. The listing, which will be available for pick up on June 5, 2009, summarizes any agreement whereby your agency leases property from private landlords for one year or longer.

Please review this report to see if the information stated is correct and complete, paying particular attention to the following:

- Missing leases, terminations, expirations, amendments, minimum annual base rents and balances.

This review should take into account all rental payments made by your agency. Therefore, if there are any agreements and/or commitments not accounted for on our report, **it will be your responsibility to add this information.** The reviewer's signature, title and phone number should be included on each page.

The reviewed report should be returned to this office no later than July 6, 2009.



**NOTE:**

Rental expenses will be allocated to the particular fiscal year, which commences on July 1st and ends June 30th.

**Q. LEASE INCOME**

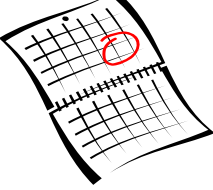
Karen Bornstein-Mohr

Phone: 212/669-8016

Fax: 212/815- 8784

E-mail: [kbornst@comptroller.nyc.gov](mailto:kbornst@comptroller.nyc.gov)

Room 822

|   |   |
|---|---|
|  | <b>Critical Dates</b>   |
|   | <ul style="list-style-type: none"><li>• <b>June 5, 2009</b> - Pick Up Income Report</li><li>• <b>June 12, 2009</b> – Return Lease Income Certification</li><li>• <b>July 6, 2009</b> - Return Income Report</li></ul> |

The City leases to others a significant amount of City-owned real property, primarily for markets, ports and terminals.

We require certain data from your office pertaining to lease income for inclusion in the City's Fiscal Year 2009 financial statements. Based upon prior submissions, we have prepared a listing of your agency's lease income agreements. This listing, which will be available for pickup on June 5, 2009, summarizes any agreement whereby your agency derives income by leasing City-owned real property for one year or longer.

Please review this report to see if the information stated is correct and complete. This review should take into account all real property rental income received by your agency. Therefore, if there are any real property agreements for one year or longer not listed on the report, **it will be your responsibility to add this information**.

Further, it is **mandatory** that all changes must be accompanied by adequate documentation, including but not limited to:

- The lease where there is a new agreement
- Signed renewal letters where an option to renew is exercised

The reviewer's signature, title and phone number should be included on the lower right corner of each page.

The reviewed report should be returned to the Comptroller's Office no later than July 6, 2009 by E-mail or hand delivery. **A letter was sent on May 1, 2009 requesting agencies to sign and confirm the agency's lease type income status. If you have not received the letter, please make a photocopy of the memo on the next page. This letter should be signed and either faxed, emailed, or mailed to Katrina Stauffer no later than June 12, 2009**

**LEASE INCOME CERTIFICATION  
AS OF JUNE 30, 2009**

\_\_\_\_\_, 2009

**TO:** Katrina Stauffer, Chief  
Financial Reporting Unit

**FROM:** \_\_\_\_\_

**SUBJECT:** Lease Type Productivity Agreements

**Agencies with no prior Lease Type Income confirmed with the Comptroller's Office:**

- No, agency \_\_\_\_\_ (enter agency code) does not have agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.
- Yes, fiscal year 2009 is the first year agency \_\_\_\_\_ (enter agency code) has agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

Total number of agreements \_\_\_\_\_

**Agencies with prior Lease Type Income confirmed with the Comptroller's Office:**

- Yes, agency \_\_\_\_\_ (enter agency code) has \_\_\_\_\_ (fill in quantity) agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

In fiscal year 2009 \_\_\_\_\_ (fill in quantity) agreements have been amended  
In fiscal year 2009 \_\_\_\_\_ (fill in quantity) agreements have been terminated

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

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

## R. INVENTORY OF SUPPLIES

Joyce Porter

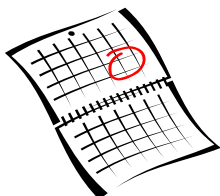
Phone: 212/669-8014

Fax: 212/815-8784

E-mail: [jporter@comptroller.nyc.gov](mailto:jporter@comptroller.nyc.gov)

Room 822

### Critical Dates



- **July 10, 2009** – Last date to Submit Inventory Report

In order for the Comptroller's Office, Bureau of Accountancy (BOA) to prepare the City of New York's annual financial statements, according to generally accepted accounting principles, it is required that the City record the total amount of its inventory on its Statement of Net Assets in the Comptroller's Comprehensive Annual Financial Report. It is therefore necessary that all City agencies submit the value of its materials and supplies inventory as of June 30, 2009, based on a physical count. The value of stamps on hand as well as the amount in all postage meters must be reported. In addition, agencies that do not have a storeroom (and each department orders its own supplies) should count the amount of supplies on hand at year-end for all departments to arrive at the agency's June 30<sup>th</sup> total inventory amount submitted to the Comptroller's Office. Agencies may use either of two inventory systems: Periodic (physical) or Perpetual to value their year-end supplies, materials and postage.

**Periodic** - A physical inventory should be taken on June 30<sup>th</sup>. A written procedure describing how the physical inventory was taken must be available for review to support this valuation.

**Perpetual** - A portion of the materials and supplies may be counted and verified periodically during the year. The count does not have to be repeated again at June 30, 2009. The value determined under the perpetual system must be submitted with an indication of the date(s) of the last physical count and verification.

An estimated value of the supplies inventory is not acceptable under either inventory system.

These instructions apply to expense and capital budget items as well as unissued supplies in warehouses and supply rooms. The physical count must be observed and attested to by responsible agency personnel. (See the accompanying sample form).

Inventory detail with calculations, invoices, and other documentation used to compute the value of the inventory must be retained by the agency to be available for audit.

The valuation method used must be specified, e.g. First-in, First-out Method (FIFO)- the inventory remaining on hand is presumed to consist of the most recent costs, Moving-Average Method- the ending inventory is costed at the moving-average unit cost for the period. Last-in, First-out Method (LIFO), the inventory remaining on hand is presumed to consist of the earliest cost. Please indicate if the valuation method currently used is different from the prior year and include an explanation why the inventory valuation method was changed.

Those agencies which have capital projects should submit separate forms for their capital budget inventory and for their expense budget inventory.





## S. FIDUCIARY ACCOUNTS

Vincenzo Lopes

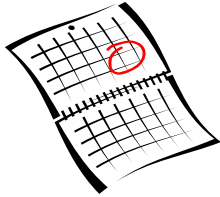
Phone: 212/669-2911

Fax: 212/815-8587

E-mail: [vlopes@comptroller.nyc.gov](mailto:vlopes@comptroller.nyc.gov)

Room 822

### Critical Date



- **August 14, 2009** – Return Fiduciary Account Certification and Representation

### Fiduciary Accounts

The Comptroller's **Directive #27, *Fiduciary Accounts-Procedures for Requesting, Controlling, and Monitoring***, is a Directive on the overall accountability, control, and reporting requirements of fiduciary accounts (formally referred to as Trust and Agency Accounts). The Governmental Accounting Standards Board (GASB) requires that **private purpose trust funds** be used to report all trust arrangements, other than pension and investments trust, under which principal and income benefit individuals, private organizations or other non-City governmental entities. **Agency funds** are used to report assets that are being held purely in a custodial capacity for the benefit of individuals, private organization, or other non-City governmental entities. Grants and donations given to the City for City programs are considered public-purpose resources and must be recorded in the General Fund. **Permanent trusts funds** are a type of fiduciary account whose resources are legally restricted to the extent that only earnings may be used to directly support the City's programs. **Directive #27** requires an accounting, from City Agencies, of all fiduciary accounts. It also, requires an accounting of each individual bank account or other financial assets held by an agency or its sub-units (see Section A).

Agencies that maintain Fiduciary Accounts (Private-purpose trust, Permanent and Agency funds) should submit the "Fiduciary Account Certification and Representation Form" signed by the Agency head (or authorized designee) as required by Directive #27, no later than August 14, 2009 (see page 81). This includes accounts with zero balances.

If your Agency determines that a fiduciary account is no longer necessary and the account is no longer legally required, please follow the procedures for reporting inactive accounts as outlined in Directive #27, Section 5.5.2.

**FIDUCIARY ACCOUNT CERTIFICATION AND REPRESENTATION**

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August 14, 2009

Mr. Michael Spitzer  
Assistant Comptroller for Accounting  
Bureau of Accountancy  
Office of the Comptroller  
Municipal Building – Room 808  
One Centre Street  
New York, NY 10007

Dear Mr. Spitzer:

We confirm that the internal controls of the Fiduciary Account listed below have been evaluated on the basis of the checklist provided in Comptroller's Directive # 1 – *Financial Integrity*. We have/have not identified any material weaknesses in these controls. (Note any material weaknesses identified, provide details and what actions are being taken to rectify the situation in an attachment to this certification.)

We also verify that the account remains active, in its original purpose and the balance remaining at the end of the most recent fiscal year is correct and is required in its entirety and will require to be required in its entirety in the foreseeable future. (Note: The Fund Balance reported should be as of the end of Accounting Period 12/09)

Fiduciary Account Name: \_\_\_\_\_

FMS Detail Fund No.: \_\_\_\_\_

Balance at Close of Fiscal Year: \$\_\_\_\_\_

Accounting Period: 12/09

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Code No.: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

**APPENDIX 1**  
**SELECTED DELOITTE & TOUCHE, LLP MANAGEMENT LETTER OBSERVATIONS AND**  
**RECOMMENDATIONS**

---

**RECORDING OF CAPITAL ASSETS IN IMPROPER ACCOUNTING PERIOD**

**Observation:**

Several instances were noted whereby capital assets were not recorded in the appropriate fiscal year.

**Background:**

The documentation surrounding these assets was not reviewed on a timely basis, and therefore, these transactions were not recorded in the appropriate period.

**Recommendation:**

As capital asset transactions are initiated at the various agencies throughout The City of New York, a process should be developed to ensure the assets are being properly recorded.

**GRANTS MANAGEMENT SYSTEM – TRACKING OF CITYWIDE GRANTS**

**Observation:**

The City does not have a system in place that allows it to identify grants in process or the amounts spent in connection with grants on a real-time basis. The process of identifying grants and amounts spent in connection with them takes more than five months after the close of the fiscal year.

**Background:**

The City prepares the annual schedule of federal awards several months after their fiscal year-end. The process of preparing the schedule takes an excessive amount of time. This is primarily due to the fact that the process of accumulating data is performed manually. A significant portion of time is spent confirming with the various agencies the amount of federal monies that were expended during the current fiscal year. This process is a necessary step in the preparation of the schedule of federal awards because it ensures that such expenditures have been properly recorded within the schedule.

**Recommendation:**

It is recommended that The City of New York implement a grants management program that will facilitate the process of recording and tracking grant expenditures. This system should be made available to all agencies that are recipients of federal monies, allowing those agencies to continuously update the grants management system on a real-time basis for those expenditures which they have incurred to date. This will allow The City to prepare on a timelier basis the necessary schedule of federal awards by reducing the amount of manual time required to gather such information.

## **UNTIMELY PROCESSING OF CAPITAL LEASE CHANGES**

### **Observation:**

An instance was noted where there was untimely processing of a Department of Small Business Services capital lease amendment that resulted in an overstatement of capital lease obligations in the amount of \$9,053,454.

### **Background:**

City agencies submit amendments and renewals to lease agreements to the Comptroller's Office where they are reviewed and recorded appropriately in the general ledger system. In accordance with the new terms of the lease amendment, the lease no longer passed the capital lease test and should have been removed from the capital lease obligations.

### **Recommendation:**

It is recommend that the City establish procedures to process renewals and amendments to lease agreements on a timely basis to ensure capital lease obligations are reported accurately and in the appropriate period.

## **RECORDING REAL PROPERTY CONDEMNATION EXPENSES IN THE APPROPRIATE PERIOD**

### **Observation:**

An instance was noted whereby real property condemnation related expenses were not recorded in the appropriate period.

### **Background:**

The Law Department provides an estimate to the Comptroller's Office related to the future exposure for particular projects. The Law Department provides schedules detailing the project name, title vesting date and the future exposure estimate for the project. The title vesting date is the date the City acquired title to the property via eminent domain (expropriation). We noted one project in the amount of \$30,000,000 where the title vested in FY2007 and was accrued in FY2008. Since the City took title to the property in June 2007, the estimate amount should have been accrued in FY2007.

### **Recommendation:**

It is recommended that The City develop and implement procedures to ensure that expenses related to condemnations are recognized in the appropriate period.

## **BANK RECONCILIATIONS – OUTSTANDING CHECKS**

### **Observation:**

An instance was noted whereby several outstanding checks listed on the bank reconciliation for one of the City's bank accounts have been outstanding for over six months.

### **Background:**

There were 1,122 outstanding checks listed in the bank reconciliation for a J.P. Morgan Chase bank account that have been outstanding for over six months. This particular bank reconciliation was prepared by the Department of Finance. This account was created for real estate property tax refunds. Stale checks were not reviewed by the agency for disposition and a liability was not recorded where appropriate.

### **Recommendation:**

It is recommended that long outstanding checks representing outstanding items on the bank reconciliation be reviewed periodically and adjusted for proper disposition

## **RECORDING ACCRUED INTEREST RELATED TO INVESTMENT SECURITIES**

### **Observation:**

Interest income was not recorded in the appropriate period related to securities maintained in the June 30th portfolio.

### **Background:**

For investments maintained in the General Fund, Capital Projects Fund, and Debt Service Fund portfolios, the City did not record an amount for accrued interest at June 30, 2008 where appropriate. Interest should be recorded based upon the 6/30/08 portfolio and based upon the terms of the security.

### **Recommendation:**

Procedures should be put into place whereby the June 30<sup>th</sup> investment securities are reviewed by management for any corresponding accrued interest due to the City at June 30th.

**APPENDIX 2  
COMPTROLLER'S OFFICE CONTACT SHEET/ADDRESSES**

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**Bureau of Accountancy Office of the Comptroller  
Municipal Building  
1 Centre Street, New York NY 10007**

| <b>Last Name</b> | <b>First Name</b> | <b>Room #</b> | <b>Phone #</b> | <b>Fax #</b> | <b>E-mail</b>  |
|------------------|-------------------|---------------|----------------|--------------|--|
| Anderson         | Yvonne            | 827           | 212-669-8024   | 212-669-8036 | <a href="mailto:yanders@comptroller.nyc.gov">yanders@comptroller.nyc.gov</a> |
| Bornstein        | Karen             | 822           | 212-669-8016   | 212-669-8083 | <a href="mailto:kbornst@comptroller.nyc.gov">kbornst@comptroller.nyc.gov</a> |
| Brunner          | Nancy             | 830           | 212-669-2772   | 212-815-8524 | <a href="mailto:nbrunne@comptroller.nyc.gov">nbrunne@comptroller.nyc.gov</a> |
| Cento            | Gerard            | 808           | 212-669-8065   | 212-815-8691 | <a href="mailto:gcento@comptroller.nyc.gov">gcento@comptroller.nyc.gov</a>   |
| Kwok             | Vivian            | 808           | 212-669-7610   | 212-815-8734 | <a href="mailto:vkwok@comptroller.nyc.gov">vkwok@comptroller.nyc.gov</a>     |
| Laws             | Natilie           | 827           | 212-669-8035   | 212-669-8036 | <a href="mailto:nlaws@comptroller.nyc.gov">nlaws@comptroller.nyc.gov</a>     |
| Lara             | Berta             | 827           | 212-669-4865   | 212-669-8036 | <a href="mailto:blara@comptroller.nyc.gov">blara@comptroller.nyc.gov</a>     |
| Lopes            | Vincenzo          | 822           | 212-669-2911   | 212-815-8587 | <a href="mailto:vlopes@comptroller.nyc.gov">vlopes@comptroller.nyc.gov</a>   |
| Perez            | Madelyn           | 822           | 212-669-2337   | 212-815-8716 | <a href="mailto:mprez@comptroller.nyc.gov">mprez@comptroller.nyc.gov</a>     |
| Porter           | Joyce             | 827           | 212-669-8014   | 212-815-8784 | <a href="mailto:jporter@comptroller.nyc.gov">jporter@comptroller.nyc.gov</a> |
| Roca             | Julia             | 827           | 212-669-8003   | 212-669-8036 | <a href="mailto:jroca@comptroller.nyc.gov">jroca@comptroller.nyc.gov</a>     |
| Rodriguez        | Flora             | 827           | 212-669-8017   | 212-669-8036 | <a href="mailto:frodrig@comptroller.nyc.gov">frodrig@comptroller.nyc.gov</a> |
| Spitzer          | Michael           | 808           | 212-669-8027   | 212-815-8519 | <a href="mailto:mspitze@comptroller.nyc.gov">mspitze@comptroller.nyc.gov</a> |
| Toner            | Patrick           | 808           | 212-669-4283   | 212-815-8520 | <a href="mailto:ptoner@comptroller.nyc.gov">ptoner@comptroller.nyc.gov</a>   |
| Tumarkin         | Gary              | 808           | 212-669-3941   | 212-815-8697 | <a href="mailto:gtumark@comptroller.nyc.gov">gtumark@comptroller.nyc.gov</a> |
| Walker           | Natasha           | 827           | 212-669-7405   | 212-815-8615 | <a href="mailto:nwalker@comptroller.nyc.gov">nwalker@comptroller.nyc.gov</a> |
| Yip              | Sharon            | 827           | 212-669-8020   | 212-669-8036 | <a href="mailto:syip@comptroller.nyc.gov">syip@comptroller.nyc.gov</a>       |

**APPENDIX 3**  
**DOWNLOADABLE FORMS/SCHEDULES**

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**SECTION A: AGENCY BANK ACCOUNTS AND INVESTMENTS**

- BANK ACCOUNTS AND INVESTMENTS REPRESENTATION
- AGENCY BANK ACCOUNT INFORMATION

**SECTION B: IMPREST FUNDS**

- ACCOUNTABILITY CHECK LIST
- CUSTODIAN CERTIFICATION FORM
- ATTACHMENT A: SUMMARY RECONCILIATION OF FISCAL YEAR 2009 TRANSACTIONS
- ATTACHMENT B: SUMMARY OF FISCAL YEAR 2009 EXPENDITURES
- ATTACHMENT C1: SCHEDULE OF REIMBURSED VOUCHERS
- ATTACHMENT C2: SCHEDULE OF REIMBURSED VOUCHERS (CONTINUED)
- ATTACHMENT D: WARRANTS IN TRANSIT
- ATTACHMENT E1: SCHEDULE OF UNREIMBURSED INVOICES
- ATTACHMENT E2: SCHEDULE OF UNREIMBURSED INVOICES (CONTINUED) AND PREPARER'S CERTIFICATION
- ATTACHMENT F: INVOICES PAID
- ATTACHMENT G: MONEY OWED TO AGENCY

**SECTION E: AGENCY SIGN-OFF AND RECOGNITION 2009 REVENUE TO FA34 PRIOR YEAR RECEIVABLES TO FA52 AS OF 6/30/09 ADVANCES TO FA21 AS OF 6/30/09**

- RECONCILIATION OF CASH BASIS REVENUE
- RECONCILIATION OF ACCRUAL BASIS REVENUE, RECEIVABLES AND ADVANCES

**SECTION I: ESTIMATED DISALLOWANCES OF FEDERAL, STATE, AND OTHER AID**

- DISALLOWANCES OF GRANTS
- GRANT PROGRAMS FROM FISCAL YEAR 2000 TO PRESENT

**SECTION M: CAPITAL ACCOUNTING RECORDS RECONCILIATION**

- REPRESENTATION OF AGENCY'S CAPITAL INTERNAL RECORD RECONCILIATION TO FMS CAPITAL SYSTEM
- SCHEDULE OF DIFFERENCES BETWEEN AGENCY'S CAPITAL RECORDS AND FMS

**SECTION N: CAPITAL ASSETS ACCOUNTING**

- CAPITAL ASSETS CERTIFICATION

**SECTION Q: LEASE INCOME**

- LEASE INCOME CERTIFICATION

**SECTION R: INVENTORY OF SUPPLIES**

- INVENTORY SUPPLY COVER SHEET
- DETAILED INVENTORY REPORT

**SECTION S: FIDUCIARY ACCOUNTS**

- FIDUCIARY ACCOUNT CERTIFICATION AND REPRESENTATION

**APPENDIX 4**  
**INSTRUCTIONS FOR DOWNLOADING FORMS/SCHEDULES FROM THE**  
**COMPTROLLER'S WEBSITE**

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Certain forms which are identified in the Fiscal Year End Closing Instructions can be downloaded, completed, and returned electronically. To do so:

ACCESS the Comptroller's Website and Forms

1. Go to the Comptroller's Website. ([www.comptroller.nyc.gov](http://www.comptroller.nyc.gov))
2. Click on the Bureau of Accountancy. (The Bureau of Accountancy can be found on the left hand menu on the website under Bureaus.)
3. Click on Fiscal Year End Closing Instructions.
4. Click on the link under the appropriate section (e.g., Section B if you are working on Imprest Fund, Section J for Grant Disallowances) and download form/schedule.

COMPLETING the Form/Schedule

5. From the *File* menu bar, highlight *Save As* with your mouse. Your agency's name and agency number must be added to the file name.
6. Complete the form and save the changes.

RETURNING the Form/Schedule to the Bureau of Accountancy

7. Return to the Comptroller's Website.
8. Press the CTRL key on your keyboard and click your mouse on the appropriate link(s) under the column *E-Mail for Forms*.
9. Attach completed form by clicking on the paperclip icon selecting the completed form/schedule.
10. Send.



**NOTE:**

**Where a signature, certification, or an approval is required, the return E-mail address will be accepted as a signature.**

**APPENDIX 5**  
**ELECTRONIC FUNDS TRANSFER (EFT)**

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All vendors with City Contracts over \$25,000 per year, or human service providers, are required to enroll in the Vendor Payment Direct Deposit program. Electronic payment is faster and more secure than paper checks. All vendors are encouraged to enroll in the program. To enroll in EFT, please complete the application per the instructions by logging onto the Department Of Finance (DOF) website at the following address:

[https://www.nyc.gov/html/dof/html/services/services\\_vendors\\_eft.shtml](https://www.nyc.gov/html/dof/html/services/services_vendors_eft.shtml)

Every enrollment must be accompanied by a copy of a voided check, encoded deposit slip or a letter from your bank verifying that your bank account information is valid. Please mail the enrollment forms and documents to EFT, NYC Department of Finance, 66 John Street, 12<sup>th</sup> floor, NY, NY 10038.

If you have any questions, please contact Howard Gross, EFT Manager by phone (212) 487-2592 or by email ([grossh@finance.nyc.gov](mailto:grossh@finance.nyc.gov)).

**APPENDIX 6**  
**COMMON DOCUMENT PROCESSING ERRORS TO BE AVOIDED**

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**Imprest Fund (Section B):**

- 1) In the J2 section of the comment box “To transfer Imprest Fund from FY’09 to FY’10 agencies should put the name of the contact person, along with the agency full name and code.
- 1) On the JVs “To close out accountability invoices for FY’09”, agency name and code, name and telephone number of contact person should be included.
- 1) Also on J2 in the comment field, name and telephone number is needed for the EXPENSE DEMAND rollovers for Banking.

**Revenue (Sections C, D and E):**

- 1) Revenue documents (CR’s, UR’s, IN’s) without preparer’s name and address in the comments field.
- 2) References to documents that did not exist in that year (FY’10 CR realizes FY’09 receivable in 13/09 posting).
- 3) Don’t forget FY’09 item (INs, URs) cleared with FY’09 cash, will show as open in 13/09 reports.

**MY’S (Sections F, G and H):**

**Processing Payment Vouchers:**

- 1) Agencies must enter the 12/09 accounting period on the voucher during July 1-18 for payments of goods and services received on or before June 30, 2009. This will result in the charges being posted to FY’09.
- 2) Enter the correct *delivery period* for the receipt of goods/services on the PVE and PVM vouchers. A common mistake is that the invoice date or voucher date is entered in the field, which causes the improper allocation of expenditures across fiscal years.
- 3) Correct payment vouchers paid through August 28<sup>th</sup> that did not have an Automatic Two-Sided MY generated because the wrong delivery dates were entered. It is best to submit a manual two-sided MY by September 25<sup>th</sup>, 2009; which will enable the expenditures to be charged back to FY’09. Do not set up a one-sided accrual.

**When Processing MY entries:**

- 1) On manual two-sided MY: When preparing the document enter the current accounting period then click the buttons NEW--TWO-SIDED.
- 2) On one-sided accrual MY: When preparing the document, enter 12/09 in the accounting period field, then click the buttons NEW— ACCRUAL.
- 3) One-sided Clearing MY: When preparing the document click the buttons MODIFICATION, CLEARING, and INCREASE.
- 4) Do not set up accruals with MY IDs as OTPSM09---for expenditure incurred by June 30, 2009 and for which the contract amendment is awaiting approval. Instead use MY ID OPTS10---because PVE voucher IDs will eventually be used to pay these expenditures.
- 5) The agency must assign a unique LINE NUMBER when preparing a MYD document for a current year clearing.
- 6) Before preparing an MY or MYD clearing entry, refer to the MYOL screen for the most updated information on the accrual

**Intracity (Section K):**

If the PVI is a Month 13 transaction, **you must** enter 13/09 in accounting period field or else the entry will be processed in Fiscal Year 2010 and not in Fiscal Year 2009.

## **Other Processing Errors**

- 1) Expense Adjustment (EA) Documents  
All EA documents must contain the initials and telephone number in the comments field of the person who can answer any questions regarding the entry. If the initials and telephone number are not entered in the comment field, the EA documents will not be approved by the Bureau of Accountancy. If a Level 3 approval has been applied to an EA document without initials and telephone number in the comment field, unapprove the Level 3 and enter the initial and phone number in the comments field; then re-apply the Level 3.
- 2) Month 13 EA  
Accounting period must be entered as 13/09.
- 3) Journal Entries  
Must contain the name and telephone number of the responsible individual in the comment field. Also, include a full description of the reason for the entry.

**APPENDIX 7**  
**GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS (GASB)**  
**EFFECTIVE FISCAL YEAR 2009 AND FUTURE YEARS**

**Statement No. 49, Accounting and Financial Reporting for Pollution Remediation Obligations.** Issued November 2006. This statement establishes accounting and financial reporting standards for pollution remediation obligations, which are obligations to address the current or potential detrimental effects of existing pollution (e.g. hazardous waste spills and asbestos contamination) by participating in pollution remediation activities, such as site assessments and cleanups. Pollution remediation obligations excludes pollution prevention or control obligations relating to current operations and future pollution remediation activities, such as, landfill closure and post-closure care. The Statement identifies the obligating events which require a governmental entity to estimate the components of expected pollution remediation outlays, and determine whether outlays for these components should be accrued as a liability or, if appropriate, capitalized when goods or services are acquired. This statement is effective in Fiscal Year 2009. City agencies that generally perform pollution remediation activities were invited to a seminar at the Comptroller's Office during fiscal year 2009 to introduce a Questionnaire and Reporting Package and Policies and Procedures Manual regarding the implementation of GASB No. 49. Both the Package and Manual can be downloaded from the Comptroller's website. In order for the City to be in compliance with GASB statement No. 49, it is important that the following information be completed and submitted back to the Comptroller's Office by the required due dates listed below:

| <b>Information Package</b>   | <b>Due Date:</b> |
|--|------------------|
| Agency's GASB 49 Contact Information   | June 30, 2009    |
| Appendix D-2008 Questionnaire & Reporting Package for the Year Ended 6/30/08 (via email) | June 30, 2009    |
| Appendix D-2009 Questionnaire & Reporting Package for the Year Ended 6/30/09 (via email) | August 15, 2009  |

All completed information should be forwarded to Ms. Vivian Kwok of the Bureau of Accountancy at [vkwok@comptroller.nyc.gov](mailto:vkwok@comptroller.nyc.gov)

**Statement No. 51, Accounting and Financial Reporting for Intangible Assets.** Issued June 2007. This statement requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. Accordingly, existing authoritative guidance relating to the accounting and financial reporting for capital assets should be applied to these intangible assets. The objective of the statement is to reduce inconsistencies relating to recognition, initial measurement, and amortization, thereby enhancing the comparability of the accounting and financial reporting of such assets. Intangible assets are assets that lack physical substance, are nonfinancial in nature, and the initial useful life extends beyond a single reporting period. For internally generated computer software, outlays associated only in the application development stage may be capitalized. Activities in this stage include the design of the chosen path, including software configuration and software interfaces, coding, installation to hardware, and testing, including the parallel processing phase. Capitalization of such outlays should cease no later than the point at which the computer software is substantially complete and operational. Agencies should also consult Internal Control and Accountability Directive 30, *Capital Assets*, to determine if an asset may be capitalized. Statement No. 51 is effective in Fiscal Year 2010. The *GASB 51 Survey* and a *GASB 51 Questionnaire* has been prepared to assist in the implementation of GASB Statement No. 51 for Fiscal Year 2010. City agencies should familiarize themselves with the provisions and guidance contained in the Survey before completing the Questionnaire. A Questionnaire must be completed for each potential intangible asset. The Questionnaire will help agencies determine whether the potential intangible asset(s) are subject to the provisions of GASB Statement No. 51. The Questionnaire and Survey can be downloaded from the Comptroller's website. Please forward all questionnaires, including the

questionnaires which resulted in the intangible asset(s) not being subject to the provisions of Statement No.51, to Susan Cornwall, Unit Chief, Bureau of Accountancy, 1 Centre Street, Rm. 827 or email to [scornwa@comptroller.nyc.gov](mailto:scornwa@comptroller.nyc.gov) by November 2, 2009.

**Statement No. 52, *Land and Other Real Estate Held as Investments by Endowments.*** Issued June, 2009. This Statement requires endowments to report their land and other real estate investments at fair value. While the provisions of Statement No. 52 are effective in fiscal year 2009 there is presently no impact on the City's financial statements.

**Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments.*** Issued June, 2009. The objective of the Statement is to enhance the usefulness and comparability of derivative instrument information by providing a comprehensive framework for the recognition, measurement and disclosure of derivative instrument transactions. Examples of derivative instruments are interest rate and commodity swaps, interest rate locks, options (caps, floors, and collars), swaptions, forward contracts and futures contracts. Derivative transactions are entered into for the following purposes: as investments; as hedges of identified financial risks associated with assets or liabilities, or expected transactions; to lower the cost of borrowing; to effectively fix cash flow or synthetically fix prices; or to offset the changes in fair value of hedgeable items. A key provision of the Statement is that certain derivative instruments are reported at fair value in the government-wide financial statements. Changes in fair value are recognized in the reporting period to which they relate. The changes in fair value of hedging derivative instruments do not affect investment income and are therefore reported as deferrals. Alternatively, the changes in fair value of investment derivative instruments are reported as part of investment revenue in the current reporting period. This statement become effective in fiscal year 2010.

**Statement No. 54, *Fund Balance Reporting and Government Fund Type Definitions.*** Issued February 2009. This statement sets out new standards of accounting and financial reporting intended to improve the clarity and consistency of the fund balance information provided to financial report users. It also clarifies the definitions of existing governmental fund types.

The five classifications depicting the relative strength of the constraints that control how specific amounts can be spent is:

- Nonspendable- Fund balance includes amounts that are not in spendable form or are required to be maintained intact.
- Restricted- Fund balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation.
- Committed- Fund balance includes amounts that can be used only for the specific purposes determined by formal action of the government's highest level of decision-making authority.
- Assigned- Fund balance comprises amounts intended to be used by the government for specific purposes. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed.
- Unassigned- Fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

This statement becomes effective in fiscal year 2011.

**Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles.*** Issued March 2009. This Statement incorporates the hierarchy of Generally Accepted Accounting Principles (GAAP) for state and local governments into the Governmental Accounting Standards Board's (GASB) authoritative literature. The GAAP hierarchy consists of accounting principles used in the preparation of financial statements of state and local governmental entities that are presented in conformity with GAAP, and the framework for selecting those principles. The hierarchy consists of:

- a. Officially established accounting principles- GASB Statements and Interpretations.
- b. GASB Technical Bulletins and, if specifically made applicable to state and local governmental entities by the American Institute of Certified Public Accountants (AICPA) and cleared by the GASB, AICPA, Industry Audit and Accounting Guides, and AICPA Statements of Position.
- c. AICPA Practice Bulletins if specifically made applicable to state and local governmental entities and by the GASB
- d. Implementation guides (Q&As) published by the GASB staff, as well as practices that are widely recognized and prevalent in state and local government.

This statement became effective upon issuance.

**Statement No. 56, Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards.** Issued March 2009. This Statement incorporates into GASB authoritative literature certain accounting and financial reporting guidance presented in the AICPA Statements on Auditing Standards (SAS). There are three areas incorporated into GASB authoritative literature which consist of related party transactions, subsequent events and going concern considerations.

- Related Party Transactions- If the substance of a particular transaction is significantly different from its form because of the involvement of related parties, financial statements should recognize the substance of the transaction rather than merely its legal form.
- Subsequent Events- Events or transactions that affect the financial statements sometimes occur subsequent to the *Statement of Net Assets* date but before financial statements are issued. Some of those transactions and events require adjustments to the financial statements (if the condition existed at the date of the *Statement of Net Assets*) while others may require disclosure in the notes to the financial statements (if the condition did not exist at the date of the *Statement of Net Assets*).
- Going Concern Considerations- Continuation of a legally separate governmental entity as a Going Concern is assumed in financial reporting in the absence of significant information to the contrary. Financial preparers have a responsibility to evaluate whether there is substantial doubt about a government's ability to continue as a Going Concern for 12 months beyond the financial statement date. The Statement provides indicators that there may be substantial doubt about a governmental entity's ability to continue as a Going Concern.

This statement became effective upon issuance.

#### **Updates to Directives**

Directive 10, *Charges to the Capital Projects Fund* and Directive 30, *Capitol Assets*, are in process and are anticipated to be completed by June 30, 2009.