

**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**

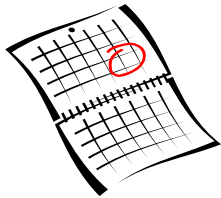
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Room 808



Critical Dates

- **August 21, 2009** – Submit Fiscal Year 2009 Month 12 Revenue Reconciliation and Receivable Status Reports
- **September 15, 2009** – Pick up FMS Month 13 FA34 and FA52 reports and certification letter
- **September 25, 2009** – Submit Fiscal Year 2009 Month 13 Revenue Reconciliation and Receivable Status Reports and return Certification Letter

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**

AGENCY NAME:
AGENCY CODE:
BUDGET CODE NAME:
BUDGET CODE NO.:
REVENUE SOURCE NAME:
REVENUE SOURCE NO.:
MONTH: 12/09 (JUNE 2009)

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

DATE:	F
AUTHORIZED INDIVIDUAL:	G
SIGNATURE:	G
TITLE:	H
ADDRESS:	I
TELEPHONE:	J
E-MAIL ADDRESS:	K

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>
A	The total revenue earned for the agency, budget code and revenue source per FMS report.
B	Revenue collected by an Agency by June 30 th or prior but deposited July 1 st or later. These deposits now require a Cash Transfer Journal Entry (J2) to transfer the revenue back to Fiscal Year 2009.
C	Deposits made June 30 th 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.
D & E	The adjusted balance should now equal the agency's records.
F	Date reconciliation was prepared.
G	Print name and sign.
H	Title of "G".
I	Address of "G".
J	Telephone number.
K	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**

FMS REVENUE STRUCTURE:	AGENCY NAME/CODE	BUDGET CODE	REVENUE SOURCE

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

DATE:	M	
AUTHORIZED INDIVIDUAL:	N	
SIGNATURE:	O	
TITLE:	P	
ADDRESS:	Q	
TELEPHONE:	R	
E-MAIL ADDRESS:	S	

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.

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ELECTRONICALLY. SEE APPENDIX 4 FOR DETAILED INSTRUCTIONS.**

RECONCILIATION OF ACCRUAL BASIS REVENUES

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

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