

C. GENERAL FUND REVENUE RECOGNITION

(Revenue Monitor Contact List is located on pages 27-29)

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Critical Dates

- **July 8, 2016** – Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/16 or earlier)
- **July 15, 2016** – Last date to enter “Cash Basis” Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2016
- **July 29, 2016** – Submit Fiscal Year 2016 Month 12 Revenue Reconciliation and Receivable Status Reports
- **August 29, 2016** – Last date to enter Fiscal Year 2016 REs into FMS Accounting for General Fund Billed Receivables
- **September 2, 2016** – Distribution of FMS Accounting Month 13 REV SMA-001 and REVPYA-001 reports and certification letter
- **September 16, 2016** – Last date to enter Fiscal Year 2016 UREs into FMS Accounting for General & Capital Fund Unbilled Receivables
- **September 16, 2016** – Submit Fiscal Year 2016 Month 13 Revenue Reconciliation and Receivable Status Reports and return Certification Letter

1. Cash Basis Revenue

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

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

Cash basis revenue must be received and **deposited into the bank by June 30, 2016** to be included in the CAFR as Fiscal Year 2016 revenue.

For such receipts received by June 30, 2016 but deposited between July 1, 2016 through July 15, 2016, a **J2D document must be prepared** to move cash revenue recognition from Fiscal Year 2017 to Fiscal Year 2016. Deposit tickets and bank receipts must be attached to the J2D document as supporting documentation. The Comptroller’s Office will not approve J2D documents that do not have supporting documentation attached to them.

NOTES:

- A J2D should be prepared only for those FMS Accounting revenue items flagged as “Cash Basis” and received in Fiscal Year 2016 (on or before June 30, 2016), but deposited in Fiscal Year 2017 (after June 30, 2016). **All cash receipts should bear the date of the bank deposit and not the date cash was received by the Agency.**
- The J2D cash transfer document does not apply to Accrual Basis Revenues. Only General Fund Revenue Sources with Revenue Type as “001” in FMS Accounting RSRC table can be used on a J2D Document.
- Agencies without FMS Accounting access can request assistance by calling Sabrina Chow (212) 669-7440 or emailing her at revenue@comptroller.nyc.gov.





NOTE:

During the months of July through October when two fiscal years are open, please avoid processing revenue realizations in the current year (FY 2017) for prior year (FY 2016) receivables. Month 13 will be open during this timeframe and should be used when processing these types of transactions.

2. **Grant Revenue** (funded by Federal, State and private sources) – should be recognized in the budget fiscal year (BFY) where reimbursable expenditures occurred. Receipt of cash is never the basis of recognition for grant revenue.

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

UREs (Accruals of Unbilled Revenue) should be entered in FMS Accounting during year-end month 13 to recognize revenue earned via reimbursable expenses occurring by 6/30/16 but **not yet billed to the grantor**.

Open receivables remain in FMS Accounting for each RE and or URE not referenced by the next step in the revenue chain. URE → RE → CRE

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

Procedures and Documentation

▪ **Advice of Revenue Invoice (RE)**

This document is used to recognize revenue in FMS Accounting and to notify the Office of the Comptroller a claim has been filed with the grantor (**Do not wait until the funds are received**). REs should always bear the same date as the underlying claims. REs for Fiscal Year 2016 should be entered into FMS Accounting no later than August 29, 2016. Include Agency contact name and phone number in the Document Description field. Attach supporting documentation to the RE document, i.e. invoice, claim number, etc.

▪ **Year End Accrual of Unbilled Revenue (URE)**

All UREs must be entered by September 16, 2016.

After August 29, 2016, Agencies must enter a URE for their estimate of unbilled revenue for Fiscal Year 2016. Use the URE extended description field on the accounting line to explain how the estimate was calculated. Include Agency contact name and phone number in the Document Description field. Attach supporting documentation to the URE document.

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 Accounting 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.

To facilitate the review of revenue realization requests the Revenue Monitoring Unit has developed a template for requests which encompass multiple CRE or RE documents and multiple lines. A copy of the template can be found on page XX and can be downloaded from the Comptroller's website. Any questions, please contact your revenue monitor.

▪ **Cash Receipts (CRE's)**

All CRE's for treasury account deposits brought to the bank June 30, 2016 or earlier should be entered in FMS Accounting by July 8, 2016.

Please remember to enter the Record Date (using the actual date stamped on the deposit slip by the bank); enter the FY and BFY as 2016 with period 12 on the Header to avoid possible misposting. Remember to attach the deposit ticket and bank receipt to the cash receipt as supporting documentation.

After July 8, 2016 Agencies must contact Revenue Staff at the Comptroller's Office to receive credit for June deposits not entered in FMS Accounting by July 8th (see pages 27-29 for the Revenue Contact List). **ALWAYS USE THE DATE STAMPED BY THE BANK AS THE DATE OF DEPOSIT IN THE "RECORD DATE" FIELD ON CRE's** when entering the Record Date.

To provide a sufficient audit trail for General Fund grant revenue, please:

- **Attach supporting documentation to the FMS documents.**
- Keep copies of supporting documentation on file at a central office rather than at different locations within the Agency.
- Prepare a schedule for reimbursable grant expenditures, including budget and object codes where the expenditure was charged, and FMS Accounting 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 where claimed.

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 Accounting. Agencies are responsible for approving all revenue documents in the FMS Agency Level 3 worklist. If agencies do not have the ability to approve their own documents, they must request approval from their revenue monitor. Agencies must frequently review their revenue documents in the Agency Level 3 worklist to ensure all of their documents have been approved.

Agency Sign-Off and Reconciliation of Fiscal Year 2016 General Fund Revenue

The FMS Accounting REVSMA-001, REVPYA-001 and AGOADV-001 reports should be used to facilitate the final review of your Agency's Fiscal Year 2016 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 your Agency Revenue Monitor (see pages 27-29) by September 16, 2016. Any adjustments should be submitted along with the signed certification statement.

The Comptroller's Office must receive your Month 12 REVSMA-001 reconciliation and REVPYA-001 status reports by July 29, 2016. The Fiscal Year 2016 month 12 closes July 9; the FMS Accounting reports should be available by July 11th, allowing approximately three weeks to prepare your submission.

The Comptroller's Office must receive your Month 13 REVSMA-001 reconciliation and REVPYA-001 status reports by September 16, 2016. The last day to enter month 13 transactions for Fiscal Year 2016 is September 16, 2016. The FMS Accounting REVSMA-001 and REVPYA-001 reports through Month 13 and an accompanying certification letter will be emailed to the agencies on September 2, 2016 from the Revenue Monitoring Unit allowing just two weeks for preparing your submission.



NOTE:

Open grant receivables and unapplied deferred revenue remains an ongoing issue due to lags in applying cash to open receivable documents. Every effort should be made to apply deferred revenue during the year-end closing process. **Open receivables or deferred revenue not explained in the status reports will be moved to Fiscal Year 2016 miscellaneous revenue.** The year-end status report should include explanations for any deferred revenue aged over sixty days.

REVENUE RECONCILIATION WORKSHEET

Name:

FY:2016

Date of Request:

Phone#:

Email:

Request: Clearing of two CRE documents

CASH RECEIPT (CRE)

INVOICE (RE)

Total RE
Cleared
Amount

Request #	Dept.	ID	Original Acct Line #	New Acct Line #	RE Budget Fiscal Year to Clear	Ref Doc Dept.	Budget Code	Revenue Source	RE Doc ID	RE Ref Acct Line #	Ref Type (partial/final)	Amount	
1	015	NYS16SEP1234	2	5	2015	015	6770	03008	2015RMS1234	1	Final	\$ 4,039.96	
	015	NYS16SEP1234	3	6	2015	015	6770	03008	2015RMS1234	2	Final	\$10,702.70	
	015	NYS16SEP1234	4	7	2015	015	6770	03008	2015RMS1234	3	Partial	\$ 7,520.61	\$22,263.27
2	015	NYS16DEC1234	3	5	2015	015	6770	03008	2015RMS5678	3	Partial	\$ 5,768.49	
	015	NYS16DEC1234	4	6	2015	015	6770	57000	2015RMS5678	4	Final	\$ 804.66	\$ 6,573.15

Note: Before submitting your request, please confirm all the detail information from Document Catalog

Skip a line between each RE or CRE document

**RECONCILIATION OF CASH BASIS REVENUE AS OF
JUNE 30, 2016**

AGENCY NAME:
AGENCY CODE:
BUDGET CODE NAME:
BUDGET CODE NO.:
REVENUE SOURCE NAME:
REVENUE SOURCE NO.:
MONTH: 12 (JUNE 2016)

	MONTHLY	YTD
BALANCE PER FMS ACCOUNTING (Accounting Period 12) REV SMA-001:	A	
ADD: DEPOSITS-IN-TRANSIT *	B	
ADD OR SUBTRACT OTHER PENDING ADJUSTMENTS *:	C	
ADJUSTED BALANCE PER FMS ACCOUNTING:	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 (see pages 27-29)

* ATTACH SCHEDULE IF NECESSARY

THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE, COMPLETED AND RETURNED ELECTRONICALLY.

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 Accounting 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 (J2D) to transfer the revenue back to Fiscal Year 2016.
C	Deposits made June 30 th or prior which are still on the FMS Accounting Document Catalog 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 CRE document with CRE number & codes to credit).

**REVENUE, RECEIVABLES, AND ADVANCES AS OF
JUNE 30, 2016**

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

GRANT/PROGRAM NAME:	
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<p><u>REVENUE</u> FISCAL YEAR-TO-DATE REVENUE RECOGNIZED PER FMS ACCOUNTING (REV SMA-001 REPORT OR BQ93LV1 INQUIRY SCREEN FOR GENERAL FUND)</p> <p>ADD: RE's OR URE's IN TRANSIT *</p> <p>ADD: RE OR URE INCREASES *</p> <p>LESS: RE OR URE DECREASES *</p> <p>ADJUSTED REVENUE RECOGNIZED BY FMS ACCOUNTING (FORMULA)</p> <p>REVENUE EARNED PER AGENCY RECORDS **</p> <p><u>RECEIVABLES</u> BALANCES PER FMS ACCOUNTING REPORT AGOURE-001 (URE's) *</p> <p>BALANCES PER FMS ACCOUNTING REPORT AGORCV-001 (RE's) *</p> <p>TOTAL RECEIVABLE PER FMS ACCOUNTING (FORMULA)</p> <p>RECEIVABLE PER AGENCY RECORDS ** (AS OF REPORT DATE)</p> <p><u>ADVANCES</u> BALANCES PER FMS ACCOUNTING REPORT AGOADV-001 (CREs UNAPPLIED)</p> <p>ADVANCE BALANCE PER AGENCY RECORDS ** (AS OF REPORT DATE)</p>		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

* ATTACH LIST OF DOCUMENTS

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

**THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE, COMPLETED AND RETURNED
ELECTRONICALLY.**

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 Accounting report.
B	Revenue Invoices (RE) which were prepared but not entered into the FMS Accounting system.
C	Invoices which are being held in error on suspense on the Document Catalog, and therefore, not accepted into the system.
D	Invoices that are to be decreased or cancelled.
E	Adjusted Balance per FMS Accounting report.
F	Earned Revenue per Agency records.
G	Balances for revenue source per FMS Accounting AGOURE-001-Total Unbilled.
H	Total for balances of FMS Accounting AGORCV-001-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 Accounting AGOADV-001.
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 BFY 2015 AND OLDER RECEIVABLES AS OF JUNE 30, 2016

For each item on the REVPYA-001 report for BFY 2015 or earlier, please explain your Agencies activity in 2016, using the illustrative sample below:

BFY	AGCY	BUDCO	REVSRC	BILLED
2015	002	0421	29978	\$381,004
STATUS= STILL A GOOD RECEIVABLE (COLLECTIBLE)				
ACTIVITY= Grantor said on 6/15/15 in a telephone conversation that the audit is now complete and payment is expected in September 2016.				