

#### D. CAPITAL FUND GRANT REVENUE RECOGNITION

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

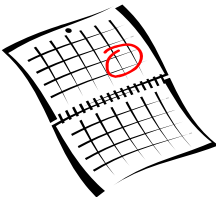
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Room 200 South

#### Critical Date



- **June 13, 2016** – Distribution of REVPYA-001 report
- **June 24, 2016**- Submit Receivable Status Report
- **July 8, 2016** – Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/16 or earlier)
- **August 29, 2016** – Last date to enter Fiscal Year 2016 REs into FMS Accounting for Capital Fund billed Receivables that were not booked during the fiscal year at the point when the expenditure was incurred
- **September 16, 2016** – Last date to enter Fiscal Year 2016 UREs into FMS Accounting for Capital Fund Unbilled Receivables that were not booked during the fiscal year at the point when the expenditure was incurred

**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 for the **Capital Fund at the point when the Capital expenditure has been incurred, if the claim for reimbursement has been immediately submitted to the grantor to recognize revenue and establish a receivable.**

**UREs** (Accruals of Unbilled Revenue) should be entered in FMS Accounting for the **Capital Fund during the fiscal year as the Capital expenditure is incurred if the reimbursement has not yet been claimed** to recognize revenue earned via reimbursable expenditures occurring by 6/30/16 but **not yet billed to the grantor**. Any Capital Fund URE that has not been booked by period 12 for Capital expenditures incurred throughout the fiscal year must be booked in period 13 by September 16, 2016.

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.**



**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.

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 19 and can be downloaded from the Comptroller's website. Any questions, please contact your revenue monitor.

**Procedures and Documentation (URE or RE)**

When processing a URE or RE in FMS, remember to include Agency contact name and phone number in the Document Description field. Attach supporting documentation to the URE or RE document, i.e. invoice, claim number, communications with grantor, etc. Ensure that the URE or RE document is being created using the same budget structure i.e. unit of appropriation, budget code, reporting category, etc. as the related expenditure.

To ensure all Fiscal Year 2016 Capital Fund receivables are booked to match the related Capital Fund expenditures the Revenue Monitoring Unit will distribute the Capital Fund Expenditures and Revenue CFEXRV-001 report to assist with this process. The report will be distributed **July 29, 2016** and **August 22, 2016**. Agencies should review the report, determine what's collectable and book receivable documents (RE or URE depending on whether the grantor has been billed) for expenditures listed with no matching revenue booked. The report will be distributed once again on **September 12<sup>th</sup>** after the Capital Projects Expenditures Automated Accrual cycle has been completed to capture any accrued expenditures for which a matching receivable should be booked. All Capital Fund receivables must be booked by **September 16, 2016**.

▪ **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.**

**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 Monitor 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 Capital 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, unit of appropriation and reporting categories where the expenditure was charged, and FMS Accounting identification numbers of the supporting reimbursable expense documents.

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.

### **Receivable Status Report for Fiscal Year 2016 Capital Fund Revenue**

The Comptroller's Office will be distributing via email the **Month 13** REVPYA-001 report for the Capital Fund on September 2, 2016. The status of the receivables listed should be provided on the REVPYA-001 report itself in the column entitled Status. The **Month 13** Capital Fund REVPYA-001 reports must be submitted to the Comptroller's Office by **September 16, 2016**. The Capital Fund receivable status reports should be submitted via email to [your agency's revenue monitor. \(Contact information for your revenue monitors is located on pages 27-29\)](#)



**NOTE:**

**Open grant receivables and unapplied deferred revenue remains an ongoing issue due to lags in applying cash to open invoice documents.** Every effort should be made to apply deferred revenue during the year-end closing process.

## COMPTROLLER'S OFFICE REVENUE MONITORS CONTACT LIST

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**DANIEL NETTEY**  
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002 NYC MAYORALTY  
003 BOARD OF ELECTIONS  
004 CAMPAIGN FINANCE BOARD  
025 NYC LAW DEPARTMENT  
040 NYC DEPARTMENT OF EDUCATION  
042 CITY UNIVERSITY OF NEW YORK (CUNY)  
054 CIVILIAN COMPLAINT REVIEW BOARD  
057 NYC FIRE DEPARTMENT  
069 NYC DEPARTMENT OF SOCIAL SERVICES  
127 NYC FINANCIAL INFORMATION SERVICES AGENCY (FISA)  
312 NYC CONFLICTS OF INTEREST BOARD  
313 NYC OFFICE OF COLLECTIVE BARGAINING  
341 MANHATTAN COMMUNITY BOARD #1  
342 MANHATTAN COMMUNITY BOARD #2  
343 MANHATTAN COMMUNITY BOARD #3  
344 MANHATTAN COMMUNITY BOARD #4  
345 MANHATTAN COMMUNITY BOARD #5  
346 MANHATTAN COMMUNITY BOARD #6  
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349 MANHATTAN COMMUNITY BOARD #9  
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351 MANHATTAN COMMUNITY BOARD #11  
352 MANHATTAN COMMUNITY BOARD #12  
381 BRONX COMMUNITY BOARD #1  
382 BRONX COMMUNITY BOARD #2  
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384 BRONX COMMUNITY BOARD #4  
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437 QUEENS COMMUNITY BOARD #7  
438 QUEENS COMMUNITY BOARD #8  
439 QUEENS COMMUNITY BOARD #9

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441 QUEENS COMMUNITY BOARD #11  
442 QUEENS COMMUNITY BOARD #12  
443 QUEENS COMMUNITY BOARD #13  
444 QUEENS COMMUNITY BOARD #14  
471 BROOKLYN COMMUNITY BOARD #1  
472 BROOKLYN COMMUNITY BOARD #2  
473 BROOKLYN COMMUNITY BOARD #3  
474 BROOKLYN COMMUNITY BOARD #4  
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486 BROOKLYN COMMUNITY BOARD #16  
487 BROOKLYN COMMUNITY BOARD #17  
488 BROOKLYN COMMUNITY BOARD #18  
491 STATEN ISLAND COMMUNITY BOARD #1  
492 STATEN ISLAND COMMUNITY BOARD #2  
493 STATEN ISLAND COMMUNITY BOARD #3  
836 DEPARTMENT OF FINANCE  
841 NYC DEPARTMENT OF TRANSPORTATION  
850 NYC DEPARTMENT OF DESIGN AND CONSTRUCTION  
856 NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

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125 NYC DEPARTMENT FOR THE AGING  
126 CULTURAL AFFAIRS  
130 NYC DEPARTMENT OF JUVENILE JUSTICE  
136 LANDMARKS PRESERVATION COMMISSION  
156 NYC TAXI AND LIMOUSINE COMMISSION  
226 NYC COMMISSION OF HUMAN RIGHTS  
260 DEPT OF YOUTH AND COMMUNITY DEVELOPMENT  
781 NYC DEPARTMENT OF PROBATION  
801 NYC DEPARTMENT OF SMALL BUSINESS SERVICES  
810 NYC DEPARTMENT OF BUILDINGS  
846 NYC DEPARTMENT OF PARKS AND RECREATION  
858 NYC DEPT OF INFO TECHNOLOGY & TELECOMM

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942 PUBLIC ADMINISTRATOR – BRONX COUNTY  
943 PUBLIC ADMINISTRATOR – KINGS COUNTY  
944 PUBLIC ADMINISTRATOR – QUEENS COUNTY  
945 PUBLIC ADMINISTRATOR – RICHMOND COUNTY

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011 BRONX BOROUGH PRESIDENT  
012 BROOKLYN BOROUGH PRESIDENT  
013 QUEENS BOROUGH PRESIDENT  
014 STATEN ISLAND BOROUGH PRESIDENT  
021 OFFICE OF ADMINISTRATIVE TAX APPEALS  
030 NYC DEPARTMENT OF PLANNING  
068 NYC ADMINISTRATION OF CHILDREN'S SERVICES  
071 NYC DEPARTMENT OF HOMELESS SERVICES  
101 NYC PUBLIC ADVOCATE  
103 NYC CITY CLERK  
816 NYC DEPT OF HEALTH & MENTAL HYGIENE  
819 HEALTH AND HOSPITALS CORP  
826 NYC DEPT OF ENVIRONMENTAL PROTECTION  
827 NYC DEPARTMENT OF SANITATION  
860 NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES

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017 NYC DEPARTMENT OF EMERGENCY MANAGEMENT  
056 NYC POLICE DEPARTMENT  
072 NYC DEPARTMENT OF CORRECTIONS  
102 NYC CITY COUNCIL  
131 NYC OFFICE OF PAYROLL ADMINISTRATION  
806 HOUSING PRESERVATION AND DEVELOPMENT  
820 OFFICE OF ADMINISTRATIVE TRIAL & APPEALS  
829 NYC BUSINESS INTEGRITY COMMISSION  
850 NYC DEPARTMENT OF DESIGN & CONSTRUCTION  
901 DISTRICT ATTORNEY – NEW YORK COUNTY  
902 DISTRICT ATTORNEY – BRONX COUNTY  
903 DISTRICT ATTORNEY – KINGS COUNTY  
904 DISTRICT ATTORNEY – QUEENS COUNTY  
905 DISTRICT ATTORNEY – RICHMOND COUNTY  
906 NYC OFFICE OF PROSECUTION SPECIAL NARCOTICS

**If your Department is not listed above, feel free to contact Sabrina Chow via email  
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