

## A. DEPARTMENT BANK ACCOUNTS AND INVESTMENTS

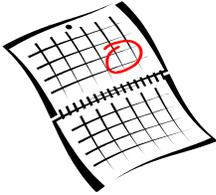
Katrina Stauffer

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

200 South

	<b><u>Critical Dates:</u></b>
	<ul style="list-style-type: none"><li>• <b>July 1, 2013</b>- Electronic distribution of Active Bank Accounts Report</li><li>• <b>July 31, 2013</b> - Submit June Bank Reconciliations and completed Active Bank Account Report</li><li>• <b>July 31, 2013</b> - Departments with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email</li><li>• <b>August 30, 2013</b> - Submit July Bank Reconciliations</li></ul>

### 1. Cash in Department Bank Accounts

The City is required to record the cash in Department bank accounts on its financial statements. To accomplish this, we have prepared from our records a year-end report of your Department's active bank accounts for you to complete (Active Bank Accounts Report). This report will be distributed to each department via email, with a unique password to access the data on July 1, 2013.

Under the Book Balance caption, enter the June 30, 2013 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, 2013 book balance represents charges to expense codes not exhausted by the end of the fiscal year. For such accounts, it is imperative that the Departments submit an appropriate J2I to facilitate crediting Fiscal Year 2013 for those unspent funds; make sure to use the correct budget and detail object codes to ensure that the proper credit to Fiscal Year 2013 is posted for those unspent funds.

All Department 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, a Department 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, Department 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 indicate the date 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. Katrina Stauffer by July 31, 2013.

## **2. Bank Statements/Reconciliations**

Bank reconciliations must be prepared on a monthly basis for all Department bank accounts. Bank reconciliations (including reconciliations for the Imprest Fund accounts) for the month June 2013 should be submitted via email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) by July 31, 2013 to the attention of Ms. Katrina Stauffer. In cases where bank reconciliations contain outstanding checks as of June 30, 2013, reconciliations for the month of July 2013 should be submitted by August 30, 2013. 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, 2013 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, 2013. The name and telephone number of the preparer must appear on the bank reconciliation or Active Bank Account Report. Once the reconciliation has been reviewed by the Supervisor, **it is important to remember that the Supervisor must sign the completed reconciliation to indicate that the document was reviewed.**

If your Department bank statements are not normally prepared by the bank as of the end of the month, request a June 30, 2013 cutoff bank statement from the bank in advance.

**In addition to reconciling monthly to internal records, Departments 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 the revised bank reconciliation and ensure that the Supervisor's signature is on the resubmitted reconciliation.**

## **3. Investments**

The City is required to record outstanding investments as of June 30, 2013 on its financial statements. Therefore, all monies transferred, disbursed or otherwise withdrawn from Department bank accounts for investment purposes (certificates of deposit, insured money market accounts, etc.) which were outstanding as of June 30, 2013 must be reported to our office for each investment. The following information must be provided via email in excel format by July 31, 2013.

- Description of Investment
- Cost
- Maturity Value

- Fair Market Value at June 30, 2013
- Indication whether the monies are City Funds or Non-City Funds
- Indication whether the monies were invested by your Department, 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. Department Representation**

We require one representation per Department to be signed by the Commissioner or individual authorized by the Commissioner, stating that all the Department'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 via email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) with the following documentation:

- Department 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, 2013

**5. Department Bank Account Information**

For all new bank accounts opened during Fiscal year 2013 that have not been registered with the Department of Finance, a revised *Department Bank Account Information* form must be included as part of the June 2013 bank reconciliation package. Complete a separate form for each new bank account, and return the form along with the 2013 bank reconciliation package to the attention of Ms. Katrina Stauffer at the Division of Accounting Compliance via email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov). The form will be distributed with the Active Bank Account Report on July 1, 2013 and can be downloaded from the Comptroller's Website. A sample of the form is included at the end of this section.

In addition, the revised "Department 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 Departments 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 Department 015 Budget Code 1001 Revenue Source 56001" on the CRE (Cash Receipt) related to your City Treasury deposit. Once the CRE is created contact your Department's Revenue Monitor for approval. Be sure to attach supporting documentation to the CRE.

Please have the breakdown of all such remissions (clearly stated as attachment) on the June bank reconciliation, and submit it to Ms. Katrina Stauffer 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 Departments 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 Department
- 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 dollar receipts and total dollar disbursements for the fiscal year then ended
- Location of asset (Identify bank or financial institution)
- If applicable, an explanation as to why this account was not previously included in the City's financial statements

To assist Departments with providing the above information, a blank form entitled *Department 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 2013. Return the completed form via email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) with the year-end bank account listing to the Division of Accounting Compliance to the attention of Ms. Katrina Stauffer by July 31, 2013.

## **8. Expense Demand Accounts**

Those Departments with Expense Demand Accounts must submit the items indicated below in PDF format to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) to the attention of Ms. Katrina Stauffer by July 31, 2013:

- The Cash Transfer Journal Entry (J2I) Document ID Number
- The June 30, 2013 bank statement.
- Bank reconciliation as of June 30, 2013.
- An accountability statement signed by the Department head or designee verifying the book balance in the account at June 30, 2013.

## **9. Inactive Accounts**

Department should carefully review and identify all inactive accounts maintained by the Department 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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July 31, 2013

Ms. Katrina Stauffer  
Division of Accounting Compliance  
Bureau of Accountancy  
Office of the Comptroller  
Municipal Building – Room 200South  
One Centre Street  
New York, NY10007

Dear Ms. Stauffer:

We represent to you that the attached listing of bank accounts and schedule of investments at June 30, 2013 is a full and complete list of all bank accounts and outstanding investments maintained by our Department for the City of New York.

Fiscal Year: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Tel No.: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Department Code No.: \_\_\_\_\_

Cordially,

\_\_\_\_\_  
Signature

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

**BUREAU OF ACCOUNTANCY  
DIVISION OF ACCOUNTING COMPLIANCE  
DEPARTMENT BANK ACCOUNT INFORMATION  
FY ENDING 20FY**

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DEPARTMENT NAME FILL IN NAME DEPARTMENT CODE NO. LIST DEPARTMENT CODE

NAME OF BANK ENTER BANK NAME ACCOUNT NUMBER ENTER BANK ACCT NO

TYPE OF BANK ACCOUNT  SAVINGS  MONEY MARKET

CHECKING: INTEREST-BEARING  YES  NO

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

PURPOSE OF ACCOUNT:

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APPROXIMATE RECEIPTS: ENTER \$ AMOUNT OF RECEIPTS

APPROXIMATE DISBURSEMENTS: ENTER \$ AMOUNT OF DISBURSEMENTS

APPROXIMATE INTEREST EARNED: ENTER \$ AMOUNT OF INTEREST EARNED

SOURCE OF FUNDING:  FMS ACCOUNTING PAYMENT REQUEST

OTHER (PLEASE EXPLAIN):           

APPROXIMATE NUMBER OF CHECKS ISSUED PER YEAR ENTER # OF CHECKS

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<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
NAME	TITLE	TELEPHONE NUMBER	DATE

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**FIDUCIARY ACCOUNT**

**DEPARTMENT BANK ACCOUNTS AND OTHER FINANCIAL ASSETS**

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Fiscal Year \_\_\_\_\_

Reporting NYC Department \_\_\_\_\_

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 was not previously included in the City's Financial Statements:

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Other Pertinent Comments:

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Reported By:

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NAME	TITLE	TELEPHONE NUMBER	DATE
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