

E. DEPARTMENT SIGN - OFF AND RECONCILIATION FISCAL YEAR 2013 REVENUE TO REV SMA-001 PRIOR YEAR RECEIVABLES TO REV PYA-001 AS OF JUNE 30, 2013 ADVANCES TO AGO ADV-001 AS OF JUNE 30, 2013

See Appendix 4 for Revenue Monitor Contact List

Sabrina Chow, Unit Chief

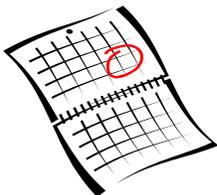
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Room 200 South

Critical Dates



- **July 31, 2013** – Submit Fiscal Year 2013 Month 12 Revenue Reconciliation and Receivable Status Reports
- **September 4, 2013** – Distribution of FMS Accounting Month 13 REV SMA-001 and REV PYA-001 reports and certification letter
- **September 20, 2013** – Submit Fiscal Year 2013 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 Accounting. Monthly and year end reconciliations of Department records within FMS Accounting will assure revenue numbers are correct.

The FMS Accounting REV SMA-001, REV PYA-001 and AGO ADV-001 reports should be used to facilitate the final review of your Department's Fiscal Year 2013 revenue, receivable and advance totals. The accompanying certification statement must be signed by the Department fiscal officer indicating agreement with the report numbers and returned to your Agency's Revenue Monitor (see Appendix 4) by September 20, 2013. Any adjustments should be submitted along with the signed certification statement.

The Comptroller's Office must receive your Month 12 REV SMA-001 reconciliation and REV PYA-001 status reports by July 31, 2013. The Fiscal Year 2013 month 12 closes July 13; the FMS Accounting reports should be available by July 15, allowing two weeks 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 two week 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 REV SMA-001 reconciliation and REV PYA-001 status reports by September 20, 2013. The last day to enter month 13 transactions for Fiscal Year 2013 is September 20, 2013. The FMS Accounting REV SMA-001 and REV PYA-001 reports through Month 13 and an accompanying certification letter will be emailed on September 4, 2013 from the Revenue Monitoring Unit: allowing just two weeks for preparing your submission.

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 2013 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, 2013**

DEPARTMENT NAME: DEPARTMENT CODE: BUDGET CODE NAME: BUDGET CODE NO.: REVENUE SOURCE NAME: REVENUE SOURCE NO.: MONTH: 12 (JUNE 2013)
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	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 DEPARTMENT 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 Appendix 4)

* 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 Department, budget code and revenue source per FMS Accounting report.
B	Revenue collected by a Department 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 2013.
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 Department'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 Department CRE document with CRE number & codes to credit).

**REVENUE, RECEIVABLES, AND ADVANCES AS OF
JUNE 30, 2013**

FMS ACCOUNTING REVENUE STRUCTURE:	DEPARTMENT 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)</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 DEPARTMENT 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 DEPARTMENT RECORDS ** (AS OF REPORT DATE)</p> <p><u>ADVANCES</u> BALANCES PER FMS ACCOUNTING REPORT AGOADV-001 (CREs UNAPPLIED)</p> <p>ADVANCE BALANCE PER DEPARTMENT RECORDS ** (AS OF REPORT DATE)</p>	B	A
	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 DEPARTMENT RECORDS AND FMS ACCOUNTING.

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RECONCILIATION OF ACCRUAL BASIS REVENUES

<u>Letter</u>	<u>Explanation</u>
A	The total revenue earned for the Department, 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 which are to be decreased or cancelled.
E	Adjusted Balance per FMS Accounting report.
F	Earned Revenue per Department 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 Department records.
J	Receivable Balance per Department records (G+H).
K	Balance of advances for revenue source per FMS Accounting AGOADV-001.
L	Balance of advances per Department 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 DEPARTMENT ACTIVITY FOR BFY 2012 AND OLDER RECEIVABLES AS OF JUNE 30, 2013

For each item on the REVPYA-001 report for BFY 2012 or earlier, please explain your Department's activity in 2013, using the illustrative sample below:

BFY	AGCY	BUDCO	REVSRC	BILLED
2012	002	0421	29978	\$381,004
STATUS= STILL A GOOD RECEIVABLE (COLLECTIBLE)				
ACTIVITY= Grantor said 6/15/13 in telephone conversation that audit is now complete and payment is expected in September 2013.				