

A. DEPARTMENT BANK ACCOUNTS AND INVESTMENTS

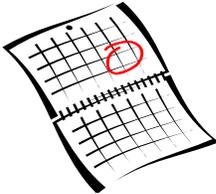
Katrina Stauffer Division Chief Accounting Compliance

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E-mail: agencybankaccount@comptroller.nyc.gov

	<u>Critical Dates:</u>
	<ul style="list-style-type: none">• July 1, 2014- Electronic distribution of Active Bank Accounts Report• July 31, 2014 - Submit June Bank Reconciliations and completed Active Bank Accounts Report• July 31, 2014 - Departments with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email• August 29, 2014 - Submit July Bank Reconciliations

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 on July 1, 2014.

Under the Book Balance caption, enter the June 30, 2014 book balance (not bank balance) for each account. Each account is 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	

For accounts coded as "ED" the June 30, 2014 book balance should represent 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 2014 for those unspent funds; make sure to use the correct budget and detail object codes to ensure that the proper credit to Fiscal Year 2014 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") are 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 is marked with "PN" (Pool Satellite Non-City-Trust). Another example, Department bank accounts which pertain to fiduciary funds are marked with "PF" (Pool Satellite Fiduciary).

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.

Continued receipt of bank statements showing zero balances for accounts that are considered closed, indicates that the account has not been closed by the bank. A request must be sent to 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, 12th Floor, 66 John Street, New York, N.Y. 10038.

Return the completed report with the June bank reconciliations to the Division of Accounting Compliance to the attention of Ms. Katrina Stauffer via email at agencybankaccount@comptroller.nyc.gov by July 31, 2014.

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 2014 should be submitted via email to agencybankaccount@comptroller.nyc.gov by July 31, 2014 to the attention of Ms. Katrina Stauffer. In cases where bank reconciliations contain outstanding checks as of June 30, 2014, reconciliations for the month of July 2014 should be submitted by August 29, 2014. 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, 2014 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, 2014. 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, 2014 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.

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, 2014 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, 2014 must be reported to our office for each investment. The following information must be provided via email in excel format by July 31, 2014.

- Description of Investment
- Cost
- Maturity Value
- Fair Market Value at June 30, 2014

- 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 designee 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 via email to agencybankaccount@comptroller.nyc.gov along 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, 2014

5. Department Bank Account Information

For all new bank accounts opened during Fiscal year 2014 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 2014 bank reconciliation package. Complete a separate form for each new bank account, and return the form along with the 2014 bank reconciliation package to the attention of Ms. Katrina Stauffer at the Division of Accounting Compliance via email to agencybankaccount@comptroller.nyc.gov. The form will be distributed with the Active Bank Account Report on July 1, 2014 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 can be downloaded from the Comptroller's website. Complete one form for each of the new Fiduciary bank accounts opened during Fiscal Year 2014. Return the completed form via email to 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, 2014.

8. Expense Demand Accounts

Those Departments with Expense Demand Accounts must submit the items indicated below in PDF format to agencybankaccount@comptroller.nyc.gov to the attention of Ms. Katrina Stauffer by July 31, 2014:

- The Cash Transfer Journal Entry (J2I) Document ID Number. **At the point of submitting the information to the Comptroller's Office the J2I should have the agency level 3 approval applied to the document.**
- The June 30, 2014 bank statement.
- Bank reconciliation as of June 30, 2014.
- An accountability statement signed by the Department head or designee verifying the book balance in the account at June 30, 2014.

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

July 31, 2014

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, 2014 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

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

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:

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

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

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

FIDUCIARY ACCOUNT

DEPARTMENT BANK ACCOUNTS AND OTHER FINANCIAL ASSETS

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 30th 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:

Other Pertinent Comments:

Reported By:

NAME	TITLE	TELEPHONE NUMBER	DATE
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