



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
SCOTT M. STRINGER

MICHELE MARK LEVINE
DEPUTY COMPTROLLER FOR
ACCOUNTANCY AND CHIEF
ACCOUNTANT

BUREAU OF ACCOUNTANCY

June 3, 2015

TO: All Agency Heads/Fiscal Officers

FROM: Michele Mark Levine

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2015

Once again, it is that time of the year, when we need to start planning for the fiscal year end Comprehensive Annual Financial Report (CAFR) preparation and audit. First, I would like to extend my sincere appreciation to all of you whose hard work enabled us to produce The City of New York's Fiscal Year 2014 Comprehensive Annual Financial Report (CAFR) on time and in accordance with our traditional high standard for fiscal accountability and transparency. Thanks to your diligence, for the 34th consecutive year, The City of New York was awarded the prestigious Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). The Certificate signifies that the City's financial reporting meets the highest standards of governmental financial reporting.

Attached are the Fiscal Year End Closing Instructions for the year ending June 30, 2015. Please distribute these instructions to all of the responsible members of your staff and ask that they promptly familiarize themselves with the contents. (Please note that the instructions are also available on the Comptroller's Website: <http://comptroller.nyc.gov/general-information/fiscal-year-end-closing-instructions>.)

On March 3, 2015 the Bureau of Accountancy (BOA) requested that you submit the Annual Agency Assignment Schedule, which includes the names, titles, and contact information for the individuals in your Agency responsible for completing each of the assignments. It is critically important that all required information be kept current, so please be certain that this office has received a completed form and that we receive any necessary updates timely. In addition, all appropriate staff members in your Agency need to be available to answer questions from BOA and the independent auditors regarding the Agencies transactions and submissions. Please take these needs into consideration when approving vacations and other absences so that we can be certain of the availability of all key personnel during the close and audit period.

Thank you in advance for your Agencies attention and efforts in support of this critical effort.

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FISCAL YEAR END CLOSING CALANDER

DATE	INSTRUCTIONS	SECTION
May	29 Distribution of Lease Income Certification via email	P
June	02 Distribution of Lease Income Report	P
	02 Distribution of Lease Expense Report	O
	30 Last date to receive goods and services for Fiscal Year 2015	F,H
July	01 Start of period to enter Fiscal Year 2015 Expense Payment Requests with Accounting Period 12	F,H
	01 Start of period to pay "split payroll" within the Payroll Management System (PMS)	G
	01 Electronic distribution of Active Bank Accounts Reports	A
	01 Capital Asset Inventory Reports available for printing by Agencies	M
	06 Return Lease Expense Report	O
	06 Return Lease Income Certification	P
	10 Last date to process Fiscal Year 2015 PRR1 for goods and services received on or before June 30, 2015 with Accounting Period 12	B
	10 Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/15 or earlier)	C
	10 Last day to process IETC documents with an accounting Period of 12	J
	10 End of period to enter Fiscal Year 2015 Expenditure Payment Requests with Accounting Period 12	F,H
	11 First Encumbrance "Roll"	F
	13 Start of Automated Accruals & Clearings (ACCA/ACLA) are generated in FMS Accounting for documents with service dates between 7/1/14 thru 6/30/15	F,H
	13 Return Lease Income Report	P
	13 Last date to submit inventory report	Q
	14 Start of review of Automated Accruals & Clearings	F,H
	17 Last date to submit Capital Reconciliation Representation Certificate	L
	24 Accountability Report is Due via email	B
	31 Submit June Bank Reconciliations and completed Active Bank Accounts Report	A
	31 Agencies with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email	A
	31 Last date to enter "Cash Basis" Revenue/ Deposit J2Ds into FMS Accounting for Fiscal Year 2015	D
	31 Submit Fiscal Year 2015 Month 12 Revenue Reconciliation & Receivable Status Reports	E

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION	
August	03	Complete Inventory reviews and process capital documents	M
	03	Return completed Vacation and Sick Leave Sample	N
	14	Return Fiduciary Account Certification and Representation	R
	14	Submit Capital Assets Certification Letter	M
	15	Second Encumbrances "Roll"	F
	21	Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override	J
	21	End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	F,G,H
	22	Lapse all open Encumbrances	F
	24	Start of set up of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2015	F, G, H
	28	Submit July Bank Reconciliations	A
	28	Last date to enter Fiscal Year 2015 REs into FMS Accounting for General & Capital Fund billed Receivables	C
	31	End of period to pay "split payroll" within the Payroll Management System (PMS)	G
	September	04	Distribution of FMS Accounting Month 13 REVSMA-001 and REVPYA-001 reports and certification letter
04		Last date to submit Capital Payment Requests with period of service on or before June 30, 2015	K
11		Last date to submit IETC documentation for review and approval	J
11		End of Set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2015	F,G,H
14		Last date to submit Manual Accrual Package	F,G,H
18		Last date to enter Fiscal Year 2015 UREs into FMS Accounting for General & Capital Fund Unbilled Receivables	C
18		Submit Fiscal Year 2015 Month 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter	E
October	01	Distribution of FMS Accounting Report of Federal Awards	I
	15	Return FMS Accounting Report of Federal Awards via email in PDF format	I
November	02	Start to submit ACL Manual Accrual Clearings	F,G,H

A. AGENCY BANK ACCOUNTS AND INVESTMENTS

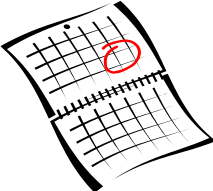
Katrina Stauffer Division Chief Accounting Compliance

Phone: 212/669-7861

Fax: 212/815-8784

Room 200 South

E-mail: agencybankaccount@comptroller.nyc.gov

	<u>Critical Dates:</u>
	<ul style="list-style-type: none">• July 1, 2015- Electronic distribution of Active Bank Accounts Report• July 31, 2015 - Submit June Bank Reconciliations and completed Active Bank Accounts Report• July 31, 2015 - Agencies with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email• August 28, 2015 - Submit July Bank Reconciliations

1. Cash in Agency Bank Accounts

The City is required to record the cash in Agency bank accounts on its financial statements. To accomplish this, we have prepared from our records a year-end report of your Agencies active bank accounts for you to complete (Active Bank Accounts Report). This report will be distributed to each Agency via email on July 1, 2015.

Under the Book Balance caption, enter the June 30, 2015 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 | CPRS = Citywide Payments & Receivables Services |
| T = Treasury | M = Miscellaneous | |

For accounts coded as “ED” the June 30, 2015 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 Agency submit a J2I document in FMS to facilitate crediting Fiscal Year 2015 for those unspent funds; make sure to use the correct budget and detail object codes to ensure that the proper credit to Fiscal Year 2015 is posted for those unspent funds.

All Agency 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, an Agency bank account with a “P” code on the printout that contains funds that do not belong to the City is marked with “PN” (Pool Satellite Non-City-Trust). Another example, Agency bank accounts that 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 that are not listed 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, 2015.

2. Bank Statements/Reconciliations

Bank reconciliations must be prepared on a monthly basis for all Agency bank accounts. Bank reconciliations (including reconciliations for the Imprest Fund and the Citywide Payments and Receivables Program and Services accounts) for the month June 2015 should be submitted via email to agencybankaccount@comptroller.nyc.gov by July 31, 2015 to the attention of Ms. Katrina Stauffer. In cases where bank reconciliations contain outstanding checks as of June 30, 2015, reconciliations for the month of July 2015 should be submitted by August 28, 2015. 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, 2015 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, 2015. 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 Agency bank statements are not normally prepared by the bank as of the end of the month, request a June 30, 2015 cutoff bank statement from the bank in advance.

In addition to reconciling monthly to internal records, Agencies 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, 2015 on its financial statements. Therefore, all monies transferred, disbursed or otherwise withdrawn from Agency bank accounts for investment purposes (certificates of deposit, insured money market accounts, etc.) which were outstanding as of June 30, 2015 must be reported to our office for each investment.

The following information must be provided via email in Excel format by July 31, 2015.

- Description of Investment
- Cost
- Maturity Value
- Fair Market Value at June 30, 2015
- Indication whether the monies are City Funds or Non-City Funds
- Indication whether the monies were invested by your Agency, the Department of Finance or another entity
- Name of the bank account, bank account number, code and sub-code from which the monies were withdrawn for the investment.

4. Agency Representation

We require one representation per Agency to be signed by the Commissioner or designee authorized by the Commissioner, stating that all the Agencies 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:

- Agency Active Bank Account Report.
- Copies of bank reconciliation and bank statements
- Outstanding checks list (include: check number, date issued and amount of check)
- Outstanding check aging schedule
- Schedule of outstanding investments as of June 30, 2015

5. Agency Bank Account Information

For all new bank accounts opened during Fiscal year 2015 that have not been registered with the Department of Finance, a revised *Agency Bank Account Information* form must be included as part of the June 2015 bank reconciliation package. Complete a separate form for each new bank account, and return the form along with the 2015 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, 2015 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 "Agency 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 Agencies 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 Agency 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 Agencies 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. Expense Demand Accounts

Those Agencies 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, 2015:

- 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, 2015 bank statement.
- Bank reconciliation as of June 30, 2015.
- An accountability statement signed by the Agency Head or designee verifying the book balance in the account at June 30, 2015.

8. Inactive Accounts

Agencies should carefully review and identify all inactive accounts maintained by the agency 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

Date:

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, 2015 is a full and complete list of all bank accounts and outstanding investments maintained by our Agency for the City of New York.

Name: _____
Title: _____
Agency Name: _____

Cordially,

Signature

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

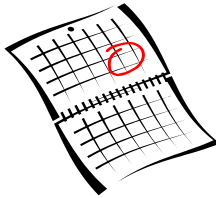
B. IMPREST FUNDS

Stephen Messing

Phone: 212/669-8044

Room 200 South

E-mail: imprest@comptroller.nyc.gov



Critical Dates

- **July 10, 2015**– Last date to process Fiscal Year 2015 PRR1 for goods and services received on or before June 30, 2015. When processing a Fiscal Year 2015 PRR1 through July 10, the Agency must enter Accounting period 12
- **July 24, 2015**- Submit Accountability Report via e-mail

- All Agencies are reminded to comply with Comptroller's Directive no. 3: *Procedures for the Administration of Imprest Funds*. It is management's responsibility to ensure its compliance.
- Accountability Report Attachment A through G can be accessed and downloaded from the Comptroller's Website.
- Accountability Report must be submitted to the Comptroller's Office Bureau of Accountancy (BOA) via e-mail to imprest@comptroller.nyc.gov. **Note: Agencies should not submit hard copies to BOA**
- The required attachments under Section B must be submitted.
- FMS InfoAdvantage report ID: **CWA-DLPRQS-001** can be accessed by an Agency the day after the Agencies last PRR1 Payment Request was accepted in FMS for Fiscal Year 2015
- During the course of the fiscal year Agencies may request an increase in their Imprest Fund. Please note that when processing a PRM1 document in FMS the request letter provided to the Comptroller's Office for an increase to the Imprest Fund should be attached to the document along with the contact information of the individual preparing the PRM1.
 - **Please send request letter to: Camille Arezzo; Division Chief of Financial Reporting; E-mail: carezzo@comptroller.nyc.gov**

IMPORTANT NOTICE



All Accountability Reports must be in compliance with **Comptroller's Directive #3** Procedures for the Administration of Imprest Funds, **Comptroller's Directive #6** Travel, Meals, Lodging and Miscellaneous Agency Expenses and prepared in accordance with the Comptroller's Fiscal Year End Closing Instructions. No Fiscal Year 2016 PRR1s can be processed by an Agency until its Accountability Report has been reviewed and approved by BOA.

Preparation of Accountability Report for Imprest Fund Renewal

The Accountability Report permits BOA to determine that all expenditures processed through Imprest Funds are recorded in the appropriate fiscal year and that all unexpended funds are transferred to the new fiscal year.

All Accountability Reports must be prepared and submitted electronically.

Instructions for completing the Accountability Report can be found at the end of this section.

Required Attachments to Accountability Report

Letters

- Renewal request, the purpose of the Imprest Fund Account and the amount being requested for the Imprest Fund Account.
- Listing of personnel authorized to approve expenditures according to Comptroller's Directive #6.
- A Listing of the amount of cash on hand held by an Agency which must be signed by the Fiscal Officer or his/her designee.
- If necessary, explanation of any overage or shortage in the Imprest Fund.

Other

- Provide a check made payable to the Office of the Comptroller for any excess monies on hand (if applicable).
- Copy of Imprest Fund bank statement as of June 30, 2015.
- Copy of Imprest Fund bank reconciliation as of June 30, 2015 signed by the authorized bank reconciler and reviewer.
- Copy of Info Advantage Report ID: DLPRQS-001 for Fiscal Year 2015.
- Listing of FMS Document ID numbers and amounts for the following: Miscellaneous Payment Request (PRM1), Journal Voucher – Imprest Transfer (J2I), and Advanced Journal Voucher (JVA), if necessary, entered in FMS pending BOA approval (on Document Catalog pending approval).
- Submit a separate check for interest income received and include a notation on Attachment A as a footnote.

Comptroller's Office Bureau of Accountancy (BOA) Approval of Accountability Reports

Once BOA has approved an Agency's Accountability Report, the Agency will be notified via e-mail and BOA will approve the:

- **J2I** – Document transfers funds from Fiscal Year 2015 to Fiscal Year 2016. The Period field should be left blank.
 - To ensure that J2I documents relating to the Imprest Funds are clearly identifiable, the Department should create their own Document ID number beginning with the letters **IMP2016**.
 - The preparer of the J2I document must include their name, e-mail address and telephone number in the 'Extended Description' tab of the Document Header section.
- **PRM1** – Reimbursement amount requested by the Agency based on the Accountability Report and Imprest Fund advance amount. PRM1s are also used to establish a new Imprest Fund Account or to increase an existing Imprest Fund Account.
 - This should not be approved by the Agency until the Comptroller's Office approves the J2I and the Accountability Report.
- **JVA** – if necessary, for those items paid from the Imprest Fund but no PRR1 was accepted in FMS; these items must be entered on Attachment E of the Accountability Report.
 - By entering the required information on Attachment E, the Agency is authorizing BOA to prepare a JVA in FMS to record these expenditures.

ACCOUNTABILITY CHECK LIST

REQUIRED ATTACHMENTS TO ACCOUNTABILITY REPORT

Please place a mark (X) in the highlighted areas in order to indicate that an attachment has been included with the Agency Accountability Report.

Letters:

1. Requesting renewal, purpose and amount of Imprest Fund.
(Refer to sample memorandum on Page 26.)
2. Listing of personnel authorized to approve expenditures according to Comptroller's Directive # 6.
3. If necessary, explanation of any overage or shortage in the Imprest Fund

Other:

1. Check made payable to the Office of the Comptroller for any excess monies on hand. Agency should hold the check until contacted by Comptroller's Office Bureau of Accountancy (BOA).
2. Copy of bank statement as of June 30, 2015.
3. Copy of bank reconciliation as of June 30, 2015 signed by authorized bank reconciler.
4. Copy of InfoAdvantage Report for Fiscal Year 2015.
5. Listing by FMS Document ID and document total of Miscellaneous Payment Request (PRM1) and Journal Voucher – Imprest Transfer(J2I) entered in FMS pending BOA approval (on Document Catalog pending approval).

BOA Approval of Accountability Reports

Once BOA has approved an Agency's Accountability Report, the Agency will be notified through e-mail and BOA will approve the:

1. J2I - Document transfers funds from Fiscal Year 2015 to Fiscal Year 2016. Accounting Period field should be left blank.
2. PRM1 - Amount of reimbursement an Agency is requesting based upon submission date of Accountability Report and fund advance amount.
3. JVA - If necessary, for those items paid from the Imprest Fund but no PRR1 was accepted in FMS, these items must be entered on Attachment E1 and E2 of Accountability Report.

WARNING:

No Fiscal Year 2016 PRR1's can be processed before BOA has approved your Fiscal Year 2015 Accountability Report.

CERTIFICATION

FINAL ACCOUNTABILITY REPORT—IMPREST FUND

CERTIFICATION BY CUSTODIAN

FISCAL YEAR 2015

I, FILL IN NAME, the custodian of FILL IN AGENCY NAME AND NUMBER certify that to the best of my knowledge, the attached Imprest Fund Accountability Report for Fiscal Year 2015 is accurate and complete.

Signature: _____

Address: FILL IN AGENCY ADDRESS

Telephone No.: FILL IN TELEPHONE NO

E-Mail Address: FILL IN E-MAIL ADDRESS

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

**ATTACHMENT A:
SUMMARY**

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015		ATTACHMENT A: SUMMARY	
<p align="center">CUSTODIAN NAME (ENTER IN COLUMN C): BANK RECONCILER'S NAME (ENTER IN COLUMN C): FILE NAME (ENTER IN COLUMN C): AGENCY ADDRESS (ENTER IN COLUMN C): PHONE NUMBER (ENTER IN COLUMN C): DATE (ENTER IN COLUMN C): AGENCY CODE (ENTER IN COLUMN): AGENCY NAME (ENTER IN COLUMN C): IMPREST FUND NAME AND NUMBER (ENTER IN COLUMN C):</p>			
LINE			
A1			
A2			
A3	AMOUNT OF FISCAL YEAR 2015 IMPREST FUND		AGENCY ENTRY
A4	AMOUNT OF FISCAL YEAR 2015 EXPENDITURES (ATTACHMENT B, LINE B6)	\$	FORMULA
A5	FISCAL YEAR 2016 IMPREST FUND ADVANCE (ATTACHMENT B, LINE B7)	\$	FORMULA
A5a	ROUND LINE A5 TO THE NEAREST HUNDREDTH		AGENCY ENTRY
DETAILS OF TOTAL CASH ON HAND			
A6	TOTAL ITEMS-IN-TRANSIT (FROM ATTACHMENT D, GRAND TOTAL)	\$	FORMULA
A7	MONEY OWED TO AGENCY (FROM ATTACHMENT G, GRAND TOTAL)	\$	FORMULA
A8	CASH HELD BY AGENCY		AGENCY ENTRY
A9	RECONCILED CHECKBOOK BALANCE AT JUNE 30, 2015		AGENCY ENTRY
A10	FISCAL YEAR 2015 INVOICES PAID AFTER JUNE 30, 2015(FROM ATTACHMENT F, GRAND TOTAL)	\$	FORMULA
A11	*TOTAL CASH ON HAND FROM LINES A6-A10 (AGENCY PREPARES J2I)	\$	(J2I) FORMULA (1+2+3+4-5)
BALANCE			
A12	12a DUE AGENCY - LINE A5a IS GREATER THAN LINE A11	\$	FORMULA - PREPARE PRM1
	OR		
	12b DUE COMPTROLLER'S OFFICE - LINE A11 IS GREATER THAN LINE A5a	\$	FORMULA - AFTER ACCOUNTABILITY REPORT HAS BEEN APPROVED BY COMPTROLLER'S OFFICE, PREPARE CHECK PAYABLE TO THE OFFICE OF THE COMPTROLLER.

A13		
	CUSTODIAN'S SIGNATURE	BANK RECONCILER'S SIGNATURE
	TELEPHONE NO. & E-Mail Address	TELEPHONE NO. & E-Mail Address

* J2I SHOULD BE PREPARED IN FMS AND ROUTED TO THE COMPTROLLER'S OFFICE AFTER THE APPROPRIATE AGENCY PERSONNEL HAVE APPROVED THE DOCUMENT.

PLEASE NOTE:
CELLS HIGHLIGHTED IN BLUE ARE FOR AGENCY ENTRY
CELLS HIGHLIGHTED IN YELLOW ARE FORMULA GENERATED. NO ENTRY REQUIRED

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

**ATTACHMENT B:
EXPENDITURES**

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015	ATTACHMENT B: EXPENDITURES
LINE B1 B2	FILE NAME: DATE: AGENCY NAME: IMPREST FUND NAME AND NUMBER:
SUMMARY OF ALL IMPREST FUND CASH EXPENDITURES FOR FISCAL YEAR 2015 *	

B3	CHECKS REIMBURSEMENT AMOUNT FROM FMS ACCOUNTING INFOADVANTAGE REPORT		AGENCY ENTRY
B4	CORRECTIONS TO FMS ACCOUNTING REPORT FROM ATTACHMENT C (TOTAL OF COLUMN C5)	\$	FORMULA
B5	TOTAL UNREIMBURSED INVOICES (FROM ATTACHMENT E1)	\$	FORMULA
B5a	TOTAL OF COLUMN E4 (FROM ATTACHMENT E2)	\$	FORMULA
B6	GRAND TOTAL FISCAL YEAR 2015 EXPENDITURES FROM LINES B3 TO B5a (TO ATTACHMENT A, LINE A4)	\$	FORMULA
B7	FISCAL YEAR 2016 IMPREST FUND REQUEST ((TO ATTACHMENT A LINE A5)		AGENCY ENTRY

PLEASE NOTE:
CELLS HIGHLIGHTED IN BLUE ARE FOR AGENCY ENTRY
CELLS HIGHLIGHTED IN YELLOW ARE FORMULA GENERATED TO AVOID AGENCY ENTRY

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ATTACHMENT C1: REIMBURSEMENT PAYMENT REQUESTS

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015	ATTACHMENT C1: REIMBURSEMENT PAYMENT REQUESTS
FILE NAME: DATE: AGENCY NAME: IMPREST FUND NAME AND NUMBER:	
REIMBURSEMENT PAYMENT REQUESTS	

THIS FORM TO BE USED FOR CORRECTIONS ONLY, IF NO CORRECTIONS NEEDED, ENTER TOTAL FROM INFOADVANTAGE ON ATTACHMENT B.				
C1 FMS ACCOUNTING ACCEPTANCE DATE	C2 PAYMENT REQUEST ID NUMBER	C3 PAYMENT REQUEST AMOUNT	C4 CHECK DEPOSIT DATE	C5 CHECK AMOUNT
Total Sheet C2		\$		\$
GRAND TOTAL FOR PAYMENT REQUESTS:		\$	GRAND TOTAL FOR CHECKS: \$	

USE ATTACHMENT C2 (CONTINUED) IF YOU NEED ADDITIONAL SPACE. THE TOTAL FROM C2 WILL BE TRANSFERRED TO ATTACHMENT C1.

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

**ATTACHMENT C2 (CONTINUED FROM C1):
REIMBURSEMENT PAYMENT REQUESTS**

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015

ATTACHMENT C2:
REIMBURSEMENT PAYMENT REQUESTS

FILE NAME:
DATE:
AGENCY NAME:
IMPREST FUND NAME AND NUMBER:

REIMBURSEMENT PAYMENT REQUESTS

THIS FORM TO BE USED FOR CORRECTIONS ONLY, IF NO CORRECTIONS NEEDED ENTER TOTAL FROM INFOADVANTAGE ON ATTACHMENT B. (LINE B3)

C1 FMS ACCOUNTING ACCEPTANCE DATE	C2 PAYMENT REQUEST ID NUMBER	C3 PAYMENT REQUEST AMOUNT	C4 CHECK DEPOSIT DATE	C5 CHECK AMOUNT
GRAND TOTAL FOR PAYMENT REQUESTS:		\$	GRAND TOTAL FOR CHECKS:	
		\$		

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

**ATTACHMENT E1:
UNREIMBURSED INVOICES**

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015

**ATTACHMENT E1:
UNREIMBURSED INVOICES**

FILE NAME:
DATE:
AGENCY NAME:
IMPREST FUND NAME AND NUMBER:

**UNREIMBURSED INVOICES
(ATTACH ORIGINAL INVOICES, INCLUDE CODES TO BE CHARGED)**

NOTE: By entering data on Attachment E, your Agency is authorizing the Comptroller's Office to prepare a JVA for the items below

E1 AGENCY CODE	E2 BUDGET CODE	E3 DETAIL OBJECT CODE	E4 LINE AMOUNT
* GRAND TOTAL FOR PAYMENT REQUESTS (FORMULA):			\$

* TO ATTACHMENT B, LINE B5

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

**ATTACHMENT E2:
UNREIMBURSED INVOICES**

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015	ATTACHMENT E2: UNREIMBURSED INVOICES
FILE NAME: DATE: AGENCY NAME: IMPREST FUND NAME AND NUMBER:	
UNREIMBURSED INVOICES (ATTACH ORIGINAL INVOICES, INCLUDE CODES TO BE CHARGED)	

NOTE: By entering data on Attachment E, your Agency is authorizing the Comptroller's Office to prepare a JVA for the items below			
E1 AGENCY CODE	E2 BUDGET CODE	E3 DETAIL OBJECT CODE	E4 LINE AMOUNT
* GRAND TOTAL FOR PAYMENT REQUESTS (FORMULA):			\$

* TO ATTACHMENT B, LINE B5a

PREPARER'S CERTIFICATION	
I CERTIFY THAT ALL NECESSARY SUPPORTING DOCUMENTATION FOR THE PREPARATION OF THIS ATTACHMENT E, IS CORRECT:	
INSPECTION CERTIFICATION PREPARED BY: _____	PENDING SIGNATURE: _____
EXAMINED BY: _____	NAME: _____
TITLE: _____	DATE: _____
TELEPHONE NO.: _____	TELEPHONE NO.: _____
AGENCY CERTIFICATION BASED ON THE FOREGOING CERTIFICATION AND A REVIEW OF THE INFORMATION CONTAINED ON THE FACE OF THIS DOCUMENT, I FIND THE EXPENDITURES REASONABLE AND NECESSARY.	
AGENCY HEAD OR DESIGNEE: _____	
TITLE: _____	

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

**ATTACHMENT F:
INVOICES PAID**

(JULY 1-10)

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015

**ATTACHMENT F:
INVOICES PAID**

THIS ATTACHMENT SHOULD INCLUDE ALL INVOICES FOR GOODS AND SERVICES RECEIVED BY JUNE 30, 2015 BUT PAID BETWEEN JULY 1, 2015 THROUGH JULY 10, 2015 AND NOT PROCESSED THROUGH FMS ACCOUNTING

FILE NAME:

DATE:

AGENCY NAME:

IMPREST FUND NAME AND NUMBER:

F1 CUSTOMER / EMPLOYEE NAME	F2 CHECK NO.	F3 CHECK AMOUNT	F4 CHECK DATE
* GRAND TOTAL OF PAID INVOICES (FORMULA):		\$	

*ATTACHMENT A, LINE A10

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

**ATTACHMENT G:
MONEY OWED TO AGENCY**

FINAL ACCOUNTABILITY FOR IMPREST FUNDS FISCAL YEAR 2015 THIS ATTACHMENT SHOULD INCLUDE ALL FUNDS OWED TO THE AGENCY AT JUNE 30, 2015	ATTACHMENT G: MONEY OWED TO AGENCY
FILE NAME: DATE: AGENCY NAME: IMPREST FUND NAME AND NUMBER:	

G1 CUSTOMER / EMPLOYEE NAME	G2 AMOUNT	G3 DATE
*GRAND TOTAL MONEY OWED TO AGENCY (FORMULA):	\$	

*TO ATTACHMENT A, LINE A7

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

INSTRUCTIONS FOR IMPREST FUND ACCOUNTABILITY REPORT

The Comptroller's Office Bureau of Accountancy (BOA) requests that all Agencies complete the Imprest Fund Accountability Report electronically and that the Excel Accountability Report be downloaded from the Comptroller's Website.

1. Completed Accountability Report must be submitted electronically. The submission **must be sent by the custodian** of the Imprest Fund along with all of the required and necessary documentation. **Note: These items should be provided electronically with appropriate signatures in PDF format. Do not send any hard copy submissions.**
2. Imprest fund documentation should be sent electronically to imprest@comptroller.nyc.gov.

Instructions:

Each Attachment is on a separate sheet within one Excel file. **It is recommended that you prepare the Accountability Report starting with Attachment G as the totals of each Attachment flow automatically to Attachment A and B.**

Attachment 1—Certification (see above)

- Accountability Check List
- Custodian Certification Form
- Attachment A: Summary Reconciliation of Fiscal Year 2015 Transactions
- Attachment B: Summary of Fiscal Year 2015 Expenditures
- Attachment C1: Schedule of Reimbursed Payment Requests
- Attachment C2: Schedule of Reimbursed Payment Requests (Continued)
- Attachment D: Items In Transit
- Attachment E1: Schedule of Unreimbursed Invoices
- Attachment E2: Schedule of Unreimbursed Invoices (Continued) and Preparer's Certification
- Attachment F: Invoices Paid
- Attachment G: Money Owed To Agency

ATTACHMENT A

- Line A1: Enter name of Agency and name of Excel file
- Line A2: Enter name and number of the Imprest Fund
- Line A3: Enter the total amount of the Agencies Fiscal Year 2015 Imprest Fund
- Line A4: This amount will be automatically entered when you have completed Attachment B, line B6
- Line A5: This amount will be automatically entered when you have completed Attachment B, line B7
- Line A5a: Round number on Line A5 to the nearest hundredth
- Line A6: This amount will be automatically entered when you have Completed Attachment D
- Line A7: This amount will be automatically entered when you have completed Attachment G
- Line A8: Enter the cash held by your Agency at 6/30/15 (i.e. petty cash)
- Line A9: Enter the reconciled checkbook balance at 6/30/15

ATTACHMENT A (CONTINUED)

- Line A10: This amount will be automatically entered when you have completed Attachment F
- Line A11: This amount will be automatically entered though a formula, adding lines A6-A9 and subtracting A10
- Line A12: Based upon the result calculated for line A11, the result will appear in Line 12a (a PRM1 should be prepared for the total amount in Line 12a) or 12b (a check should be made for the overage, payable to the Comptroller's Office)
- Line A13: The Custodian and the Bank reconciler should be indicated and must sign Attachment A. Signed Attachment A must be returned electronically with required signatures in PDF format.

ATTACHMENT B

- Line B1: This line will be automatically entered when the name is entered on Attachment A Line A1
- Line B2: Same as B1
- Line B3: Enter the grand total from InfoAdvantage Report ID: DLPRQS-001
- Line B4: Enter the grand total from Attachment C, Column C5
- Line B5: This amount will be automatically entered when you have completed E1
- Line B5a: This amount will be automatically entered when you have completed E2
- Line B6: This amount will be automatically calculated
- Line B7: Enter Amount

ATTACHMENT C—FOR CORRECTIONS ONLY

- Column C1: Enter date Payment Request was accepted into FMS
- Column C2: Enter Payment Request ID number
- Column C3: Enter Payment Request amount
- Column C4: Enter deposit date of Checks
- Column C5: Enter Check amount. The grand total of this column will be carried forward to Attachment B, Line B4. If you need additional lines, use Attachment C2 (continued). The total of this sheet will be carried forward to previous page.

ATTACHMENT D

- Column D1: Agency Code
 - Column D2: PRR1 acceptance date in FMS
 - Column D3: PRR1 ID number
 - Column D4: Check amount
- Total will be carried forward to Attachment A, Line A6**

ATTACHMENT E1 and E2 (continuation sheet of E1)

- Column E1: Enter Agency code
 - Column E2: Enter Budget code for each charge
 - Column E3: Enter Detail object code for each charge
 - Column E4: Enter dollar amount
- Total of Column E4 will be carried forward to Attachment B, Line B5**

ATTACHMENT F

- Column F1: Vendor/Employee Name
- Column F2: Check number
- Column F3: Check amount
- Column F4: Check date

Total will be carried forward to Attachment A, Line A10

ATTACHMENT G

- Column G1: Customer/Employee name
- Column G2: Amount
- Column G3: Date

Total will be carried to Attachment A, Line A7

THE NEW YORK CITY COMPTROLLER'S OFFICE
BUREAU OF ACCOUNTANCY
DIVISION OF FINANCIAL REPORTING

TO: Camille Arezzo, Chief

FROM/TITLE: FILL IN NAME & TITLE

DATE: ENTER DATE

RE: **Renewal of Imprest Funds 20FY**

AGENCY NAME FILL IN NAME

AGENCY CODE NO. LIST AGENCY CODE

I AM REQUESTING RENEWAL OF ACCOUNT NUMBER ENTER LAST FOUR DIGITS OF
ACCOUNT NO

IN THE AMOUNT OF: ENTER \$ AMOUNT

THE PURPOSE OF THIS ACCOUNT:

ENTER JUSTIFICATION

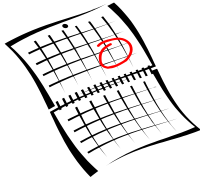
|

		
E-MAIL	TELEPHONE	SIGNATURE

**C. REVENUE RECOGNITION UNBILLED (URE) BILLED (RE) CASH RECEIPT (CRE)
GENERAL FUND & CAPITAL FUND**

(Revenue Monitor Contact List is located on page 37)
Sabrina Chow, Unit Chief Revenue Monitoring Unit,
E-mail: revenue@comptroller.nyc.gov

Phone: 212/669-7440
Room 200 South



Critical Dates

- **July 10, 2015** – Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/15 or earlier)
- **August 28, 2015** – Last date to enter Fiscal Year 2015 REs into FMS Accounting for General & Capital Fund billed Receivables
- **September 18, 2015** – Last date to enter Fiscal Year 2015 UREs into FMS Accounting for General & Capital Fund Unbilled Receivables

1. **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 6/30/15 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.

See Section E for more on Open Receivables and how to follow up.

2. **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, 2015** to be included in the CAFR as Fiscal Year 2015 revenue.

For such receipts received by June 30, 2015 but deposited on July 1, 2015 and later, a **J2D document must be prepared** (please see Section D for additional instructions).



NOTE:

During the months of July through October when two years are open, please avoid processing revenue realizations in the current year (FY 2016) for prior year (FY 2015) receivables. Month 13 will be open during this timeframe and should be used when processing these types of transactions. Any questions, please contact your revenue monitor.

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 2015 should be entered into FMS Accounting no later than August 28, 2015. Use the RE extended description field on the accounting line to explain how the revenue was calculated. 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 18, 2015.

After August 28, 2015, Agencies must enter a URE for their estimate of unbilled revenue for Fiscal Year 2015. 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.

▪ **Cash Receipts (CRE's)**

All CRE's for treasury account deposits brought to the bank June 30, 2015 or earlier should be entered in FMS Accounting by July 10, 2015.

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 2015 with period 12 on the Header to avoid possible misposting.

After July 10, 2015 Agencies must contact Revenue Staff at the Comptroller's Office to receive credit for June deposits not entered in FMS Accounting by July 10th (see page 37 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.



NOTE:

Please attach deposit ticket and bank receipt to the cash receipt as supporting documentation.

Use the Document Description field on all revenue documents to provide Agency contact name and complete telephone number. For REs include a brief explanation of your support for the claim. For UREs include a description of the estimate process. For additional space use the Document Name and/or Extended Description fields to provide further explanation.

To facilitate the audit of 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.

D. REVENUE RECOGNITION IN PROPER FISCAL YEAR DEPARTMENT CASH TRANSFER JOURNAL ENTRY (DEPOSIT J2D)

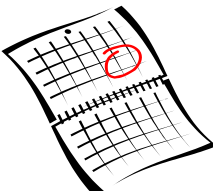
(Revenue Monitor Contact List is located on page 37)

Sabrina Chow, Unit Chief Revenue Monitoring Unit

E-mail: revenue@comptroller.nyc.gov

Phone: 212/669-7440

Room 200 South



Critical Date


- **July 31, 2015** – Last date to enter “Cash Basis” Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2015

Funds deposited in City Treasury Bank Accounts on July 1, 2015 and thereafter will be recorded in FMS Accounting as Fiscal Year 2016 receipts. Supporting documentation deposit tickets and bank receipts must be attached to the J2D document. The Comptroller’s Office will not approve J2D documents that do not have supporting documentation attached to them.

Fiscal Year 2015 revenue flagged as “Cash Basis” in FMS Accounting and **received by June 30, 2015, but transmitted to the City Treasury July 1, 2015 or later** requires Agency Cash Transfer Journal Entry (J2D) be prepared to move cash revenue recognition from Fiscal Year 2016 to Fiscal Year 2015.

J2Ds should be entered in FMS Accounting after Fiscal Year 2015 CREs are accepted in FMS Accounting for bank deposits made between July 1 and July 31, 2015 for revenue received by June 30, 2015.

NOTES:



- A J2D should be prepared only for those FMS Accounting revenue items flagged as “Cash Basis” and received in Fiscal Year 2015 (on or before June 30, 2015), but deposited in Fiscal Year 2016 (after June 30, 2015). **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 J2 Document.
- Agencies without FMS Accounting access can request assistance by calling Sabrina Chow (212) 669-7440 or emailing her at revenue@comptroller.nyc.gov by July 31, 2015.

E. AGENCY SIGN - OFF AND RECONCILIATION FISCAL YEAR 2015 REVENUE TO REV SMA-001 PRIOR YEAR RECEIVABLES TO REV PYA-001 AS OF JUNE 30, 2015 ADVANCES TO AGO ADV-001 AS OF JUNE 30, 2015

(Revenue Monitor Contact List is located on page 37)

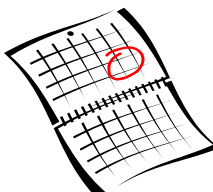
Sabrina Chow, Unit Chief, Revenue Monitor Unit

E-mail: revenue@comptroller.nyc.gov

Phone: 212/669-7440

Room 200 South

Critical Dates



- **July 31, 2015** – Submit Fiscal Year 2015 Month 12 Revenue Reconciliation and Receivable Status Reports
- **September 4, 2015** – Distribution of FMS Accounting Month 13 REV SMA-001 and REV PYA-001 reports and certification letter
- **September 18, 2015** – Submit Fiscal Year 2015 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 Agency 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 Agencies Fiscal Year 2015 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 page 37) by September 18, 2015. 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, 2015. The Fiscal Year 2015 month 12 closes July 10; the FMS Accounting reports should be available by July 13th, allowing approximately 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 via email. **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 18, 2015. The last day to enter month 13 transactions for Fiscal Year 2015 is September 18, 2015. 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, 2015 from the Revenue Monitoring Unit allowing just two weeks for preparing your submission.

The Comptroller's Office will be distributing via email the **Month 13** REVPYA-001 report for the Capital Fund on September 4, 2015. 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 18, 2015**. 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 page 37](#))



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 2015 miscellaneous revenue.** The year-end status report should include explanations for any advances aged over sixty days.

**RECONCILIATION OF CASH BASIS REVENUE AS OF
JUNE 30, 2015**

AGENCY NAME: AGENCY CODE: BUDGET CODE NAME: BUDGET CODE NO.: REVENUE SOURCE NAME: REVENUE SOURCE NO.: MONTH: 12 (JUNE 2015)
--

	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 page 37)

* 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 2015.
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, 2015**

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

GRANT/PROGRAM NAME:	
--------------------------------	--

<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 2014 AND OLDER RECEIVABLES AS OF JUNE 30, 2015

For each item on the REVPYA-001 report for BFY 2014 or earlier, please explain your Agencies activity in 2015, using the illustrative sample below:

BFY	AGCY	BUDCO	REVSRC	BILLED
2014	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 2015.				

COMPTROLLER'S OFFICE REVENUE MONITORS CONTACT LIST

DANIEL NETTEY

dnettey@comptroller.nyc.gov

212-669-8060

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
347 MANHATTAN COMMUNITY BOARD #7
348 MANHATTAN COMMUNITY BOARD #8
349 MANHATTAN COMMUNITY BOARD #9
350 MANHATTAN COMMUNITY BOARD #10
351 MANHATTAN COMMUNITY BOARD #11
352 MANHATTAN COMMUNITY BOARD #12
381 BRONX COMMUNITY BOARD #1
382 BRONX COMMUNITY BOARD #2
383 BRONX COMMUNITY BOARD #3
384 BRONX COMMUNITY BOARD #4
385 BRONX COMMUNITY BOARD #5
386 BRONX COMMUNITY BOARD #6
387 BRONX COMMUNITY BOARD #7
388 BRONX COMMUNITY BOARD #8
389 BRONX COMMUNITY BOARD #9
390 BRONX COMMUNITY BOARD #10
391 BRONX COMMUNITY BOARD #11
392 BRONX COMMUNITY BOARD #12
431 QUEENS COMMUNITY BOARD #1
432 QUEENS COMMUNITY BOARD #2
433 QUEENS COMMUNITY BOARD #3
434 QUEENS COMMUNITY BOARD #4
435 QUEENS COMMUNITY BOARD #5
436 QUEENS COMMUNITY BOARD #6
437 QUEENS COMMUNITY BOARD #7
438 QUEENS COMMUNITY BOARD #8
439 QUEENS COMMUNITY BOARD #9

DANIEL NETTEY (continued)
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212-669-8060

440 QUEENS COMMUNITY BOARD #10
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
475 BROOKLYN COMMUNITY BOARD #5
476 BROOKLYN COMMUNITY BOARD #6
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478 BROOKLYN COMMUNITY BOARD #8
479 BROOKLYN COMMUNITY BOARD #9
480 BROOKLYN COMMUNITY BOARD #10
481 BROOKLYN COMMUNITY BOARD #11
482 BROOKLYN COMMUNITY BOARD #12
483 BROOKLYN COMMUNITY BOARD #13
484 BROOKLYN COMMUNITY BOARD #14
485 BROOKLYN COMMUNITY BOARD #15
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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032 NYC DEPARTMENT OF INVESTIGATION
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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866 NYC DEPT OF CONSUMERS AFFAIRS
941 PUBLIC ADMINISTRATOR – NEW YORK COUNTY
942 PUBLIC ADMINISTRATOR – BRONX COUNTY
943 PUBLIC ADMINISTRATOR – KINGS COUNTY
944 PUBLIC ADMINISTRATOR – QUEENS COUNTY
945 PUBLIC ADMINISTRATOR – RICHMOND COUNTY

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010 MANHATTAN BOROUGH PRESIDENT
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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015 NYC OFFICE OF THE COMPTROLLER
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

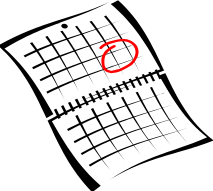
If your Department is not listed above, feel free to contact Sabrina Chow via email
at revenue@comptroller.nyc.gov

F. ACCRUED GENERAL FUND EXPENDITURES - OTPS

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Critical Dates

- 
- **June 30, 2015** – Last date to receive goods and services for Fiscal Year 2015
 - **July 10, 2015** – End of period to enter Fiscal Year 2015 expenditure Payment Requests with accounting period 12
 - **July 11, 2015** – First Encumbrance “Roll”
 - **July 13, 2015** – Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/14 thru 6/30/15
 - **July 14, 2015** – Start of review of Automated Accruals & Clearings
 - **August 15, 2015** – Second Encumbrance “Roll”
 - **August 21, 2015** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
 - **August 22, 2015** – Lapse all open encumbrances; No new FY 2015 expenditures documents or increases to existing FY 2015 expenditures documents can be processed.
 - **August 24, 2015** – Start set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2015
 - **September 11, 2015** – End of Set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2015

Note: The Critical dates for the Department of Environmental Protection year-end OTPS accruals have been issued under separate cover.

Overview

Financial control, is one of the primary goals of FMS Accounting, includes the establishment of budgetary control over “Other Than Personal Services” (OTPS) expenditures, such as supplies, materials, equipment and services. The New York City Charter establishes the legal budgetary control at the Unit of Appropriation level. The total of pre-encumbrances (requisitions), encumbrances (purchase orders and contracts) and expenditures should not exceed an Agencies budget at the Unit of Appropriation level. FMS Accounting records commitments using requisitions to reserve funds prior to the issuance of encumbrances. Once an encumbrance has been entered in FMS Accounting, the requisition is cleared. When the Payment Request for encumbrance (PRN2 or PRC2) is accepted into FMS Accounting, the encumbrance is cleared by the payment request and a liability is recorded in FMS Accounting until it is liquidated by the issuance of a check by FMS Accounting.

Generally Accepted Accounting Principles (GAAP), promulgated by the Governmental Accounting Standards Board (GASB) requires that outstanding encumbrances at year-end not be recorded as expenditures. Therefore if the goods or services referenced by an encumbrance have not been received by June 30, 2015, the encumbrance must “Roll” to the following fiscal year, with no expenditure charged against Fiscal Year 2015. **PROPER RECORDING OF EACH AGENCIES EXPENDITURES IS CRITICAL TO THE ACCURATE REPORTING OF THE CITY’S FINANCIAL RESULTS OF OPERATIONS.**

The “Roll” of encumbrances will begin on July 11, 2015 and continue until August 15, 2015. There should be no interruption of payments to vendors since all encumbrances will be available for processing in the appropriate fiscal year. **All Fiscal Year 2015 open encumbrances that are under \$25.00 will be lapsed on August 22, 2015.**

1. Procedures

- Each Agency can access the FMS Accounting (AGOENC-002) report - Aged Open Agreements by Payee/Vendor in Info-Advantage on a monthly basis.
- Agencies should review this report each month and at year-end Agencies should determine if the open items should be reduced or carried forward to Fiscal Year 2016.
 - Items referencing goods or services received by June 30, 2015 should be left open. These open items will be automatically rolled over to Fiscal Year 2015 if a Payment Request is not prepared by August 21, 2015.
 - Items that have not been delivered by June 30, 2015, should be rolled and the expenditure will be charged to Fiscal Year 2016.
- Encumbrances must be established early enough in Fiscal Year 2015 to allow sufficient time for goods and services to be received by the June 30, 2015 cutoff date. Further, it is a violation of the City Charter, as well as the City's purchasing procedures, to place orders with a vendor prior to the acceptance of purchase orders or contracts into FMS Accounting.
- To minimize the amount of year-end work, Payment Requests should be promptly processed against contracts and purchase orders for goods received or services rendered prior to July 1, 2015. **Fiscal Year 2015 Payment Requests will be processed in FMS Accounting through July 10, 2015 by entering Accounting Period 12 in the accounting period field (from last week in June to July 10).** Agencies should make every effort to process Fiscal Year 2015 Payment Requests in FMS Accounting by July 6, 2015, to provide sufficient time to correct any errors. **After July 10, 2015, all Payment Requests processed should have a blank accounting period.** They will be charged against Fiscal Year 2016 and an automated accrual document will be automatically generated if they represent valid Fiscal Year 2015 charges (i.e., service period prior to July 1, 2015).

2. Criteria for Fiscal Year 2015 Expenditures

- Goods and services received by June 30, 2015.
- Utilities and other services - for services received that span two fiscal years, **if the Payment Request is processed between July 1, 2015 and July 10, 2015 TWO Payment Requests should be entered into FMS Accounting, one indicating Fiscal Year 2015 charges (Month 12 entered in Accounting Period field) and one reflecting Fiscal Year 2016 charges (Accounting Period field left blank).** For those invoices that span two fiscal years and are accepted in FMS Accounting after July 10, 2015, FMS Accounting will pro-rate the expenditures into the appropriate fiscal year indicated by the Service From/To dates recorded in the service date tab on the Accounting Line of a PR document.
- Program Contracts – Fiscal Year 2015 accruals for program contracts should be established for only those expenditures incurred through June 30, 2015. A program contract is between an Agency and a contractor or vendor to administer programs that provide both social and other governmental services.
- Audits/Evaluation Contracts - Estimated expenditures against contracts for audits, evaluations of programs or program Agency may be charged to Fiscal Year 2015 if the period being audited/evaluated ends no later than September 30, 2015. Accruals falling under this category will be accepted, even though, the audit is to be done in Fiscal Year 2016.

- Leases - If an Agency remains in possession of the premises after the expiration of a lease and prior to the lease being renegotiated, rental expenditures for the period between the lease expiration and June 30, 2015 must be accrued.
- Postage - Expenditures for postage, including postal meters and stamps should only be charged to Fiscal Year 2015 if the expenditure applies to items purchased (stamps) or meter amounts increased by June 30, 2015. The purchase of stamps or the increasing of meter amounts on or after July 1, 2015, is a Fiscal Year 2016 expenditure.
- Expenditures for periods of service received through June 30, 2015, for which contract amendments are awaiting approval, represent valid Fiscal Year 2015 expenditures and should be accrued.

3. "Roll" of Encumbrances (Refer to FISA Bulletin and Roll and Lapse Manual)

- On July 1, 2015 FISA will load roll tables RLPSS (Roll/Lapse Summary Pre-Selection Table) with open encumbrance document header information and RLPSD (Roll/Lapse Detail Pre-Selection Table) with open encumbrance lines.
- On July 11, 2015 Agencies will be able to start to roll or lapse the Fiscal Year 2015 encumbrances. The FMS Accounting global setting will be set to "hold". If an Agency takes no action, then all encumbrances will remain "open".
- Agencies should select the document code (i.e. POC, PON1 etc..) they would like to have rolled using the OAOD table (Open Activity Options by Agency). This table should be updated before the first roll.
- To select specific documents and document lines to roll, Agencies should always use the RLPSS summary table to set the document to roll; and then update the RLPSD table to set up the details by line.
- On August 15, 2015, there will be another Roll. Criteria will be the same as July 11, 2015 above.
- On August 15, 2015 Agencies must identify which encumbrances should be lapsed. Otherwise, all encumbrances will be rolled because the FMS Accounting global setting will be set to "roll" from Fiscal Year 2015 to Fiscal Year 2016. Therefore, all open Fiscal Year 2014 encumbrances will be charged against the Fiscal Year 2016 budget. Encumbrances **less than \$25.00 cannot be rolled, so they will automatically be lapsed.**
- FISA will perform a final "Roll" of the open valid outstanding Fiscal Year 2015 encumbrance balances on August 22, 2015. Any encumbrances not rolled because of an error will be lapsed.
- After the "Roll" all Agencies should check Document Catalog to make sure that all documents that should have rolled did roll to Fiscal Year 2016. If there is a problem, call the FISA Call Center at (212) 857-1700. **On August 22nd, all open encumbrances not rolled will be lapsed.**



NOTE:

The last date to charge Payment Requests directly to Fiscal Year 2015 will be July 10, 2015. For all Payment Requests processed through July 10, 2015 enter month 12 in the Accounting Period field.

4. Payment Request Processing in Fiscal Year 2015

- Payment Requests representing valid charges for Fiscal Year 2015 should be processed using FMS Accounting in the normal manner before accounting period 12 closes.
- **Payment Requests representing valid Fiscal Year 2015 charges and accepted in FMS Accounting after July 10, 2015 with the appropriate service dates will be charged to Fiscal Year 2016 until the ACCA/ACLA is automatically generated by FMS Accounting based upon the service dates entered on the Payment Request. The ACLA will reduce the expenditure in Fiscal Year 2016 and charge it back to Fiscal Year 2015.**

The criterion for transferring a Fiscal Year 2016 charge to Fiscal Year 2015 is that goods and/or services were received no later than June 30, 2015.

5. Accrued Expense (Refer to Automated Accrual and Clearing Manual located on the FISA Training Portal)

- **Payment Request items**

For Payment Requests accepted into FMS Accounting from July 13, 2015 to August 21, 2015, with service dates between July 1, 2014 thru June 30, 2015, ACCA/ACLA will be automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2015. The ACCA is generated when the payment request is Final and the ACLA is generated when payment is disbursed.

The Agency should review the ACRI table or Document Catalog (using the PR document id and doing a Forward Reference to view ACCA/ACLA) to verify the validity of the automatically generated ACCA and ACLA documents and should have all documentation available for review by the Accrued Expenditures Unit to substantiate the Fiscal Year 2015 charges. The review of ACCA and ACLA documents will begin on July 14, 2015 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

If Payment Requests are accepted into FMS Accounting from July 13, 2015 through August 21, 2015, and ACCA and ACLA documents are **not automatically** generated due to a key punch error on the service period From/To Dates, but the expenditures are for goods or services received no later than June 30, 2015, the Agency **should include these items in the Manual Accrual (ACC) set up and clear the FY 2015 charges beginning November 2, 2015.** All supporting documentation pertaining to these transactions should be available to substantiate the Fiscal Year 2015 charges.

Automated generation of multi-year accrual documents will automatically prorate prior year expense whenever a Payment Request has service periods (From/To dates) that span two fiscal years. **Service periods prior to July 1, 2014 will not have an automated ACCA document generated. These should be cleared against prior year accruals in November.**

▪ **Items not Processed using a Payment Request**

Manual accrual documents (ACC) must be prepared for those items received and/or services performed prior to July 1, 2015 for which no payment request has been accepted into FMS Accounting by August 21, 2015. The manual accrual documents with a prefix of 'OTPS15' should be manually entered into FMS Accounting to establish the accrued expenditure for Fiscal Year 2015.

	NOTE: Agencies should not submit manual accrual documents for items that were already transferred to Fiscal Year 2015 via automated accrual and clearing documents.
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Submission of the Manual Accrual Package

- Manual Accrual documents are to be entered into FMS Accounting beginning August 24, 2015.
- The final date to enter manual accruals is September 11, 2015.
- The schedule of Accrued Expenditures should be submitted to the Accrued Expenditures Unit via email to the AccruedExpenditures@comptroller.nyc.gov mailbox for review no later than September 14, 2015.

▪ **Documentation required for supporting Fiscal Year 2015 expenditures**

- 1) For goods:
 - ⇒ Vendor invoices
 - ⇒ Proof of delivery dated June 30, 2015 or prior
- 2) For services:
 - ⇒ Vendor invoices
 - ⇒ Signed agency certifications that the services were performed by June 30, 2015
- 3) Program contracts:
 - ⇒ Claims or bills showing expenditures incurred through June 30, 2015, payments or advances applied to these expenditures should be reflected
- 4) Leases:
 - ⇒ Rent bills showing the amount of expenditures incurred through June 30, 2015
- 5) Retainage:
 - ⇒ If retainage withheld has not been entered in FMS Accounting, submit computation as to how the retainage amount was determined (usually shown as a deduction from the vendor's invoice)

i.e.:	Vendor's Invoice	\$10,000
	- 1% retainage	\$100

- ⇒ Date the retainage amount will be paid
- ⇒ Explanation why the Agency is not using FMS Accounting to withhold retainage



NOTE:

Retainage functionality is available in FMS Accounting for both General and Capital Funds.

- **Adjustments and Clearings of manual accruals**

When an Agency submits a manual accrual document (ACC) to accrue expenditures for Fiscal Year 2015, a subsequent manual clearing document (ACL) must be submitted to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit when a partial or full payment is made in Fiscal Year 2016 for the Fiscal Year 2015 accrued expenditure. The processing of the accrual clearing document will decrease the expenditure in Fiscal Year 2016 and reduce the open accrual in Fiscal Year 2015.

- **At no time** should the total amount to be cleared for a particular Agency code unit appropriation - budget code - detail object code structure exceed the accrual originally established on the manual accrual document (ACC).
- All manual clearing documents (ACL) will be reviewed with the appropriate supporting documentation (see note below).

On November 2, 2015, Agencies should begin submitting the Payment Request Listing (See example of the Payment Request listing on Page 49) to the Accrued Expenditures Unit in Excel format via email to the AccruedExpenditures@comptroller.nyc.gov mailbox. A statistical sample of payment requests will be selected for review. The supporting documentation for the selected payment requests should be uploaded in PDF format to the Comptroller's File Transfer Portal (FTP). For more information regarding FTP contact the Accrued Expenditures Unit at the email address provided above.

- The FY 2016 ACL document ID's should end with the letter "G".



NOTE:

The PDF of the supporting documentation must contain scanned images of the original documents in order to be considered acceptable. The use of color scanner machines is preferred, but not required, as it makes the determination of whether or not the scan is of an original document easier. Please remember that files remain on FTP for only 14 consecutive days to conserve space, so it is imperative that you inform the Accrued Expenditures Unit as soon as you have uploaded your files to FTP.

Original documentation must be retained on file and available for review upon request;

6. Reimbursable Expenditures

Agencies must ensure that a revenue receivable has been entered in FMS Accounting for every expenditure, actual or accrued which generates reimbursable revenues from a grantor. Further, Agencies making any adjustment (increase and/or decrease) for a reimbursable expenditure must also make a corresponding adjustment for the revenue receivable. **(See Section C.)**

G. ACCRUED GENERAL FUND EXPENDITURES - PS

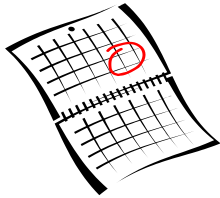
I Yan Fung - Unit Chief Accrued Expenditures
Email: AccruedExpenditures@comptroller.nyc.gov

Phone: 212/669-8020
Room 200 South

Critical Dates

- **July 1 – August 31, 2015** – Period to pay “split payroll” within the Payroll Management System (PMS)
- **August 21, 2015** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 24 – September 11, 2015** – Start set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2015

NOTE: The Critical dates for the DEP Year-End PS accruals have been issued under separate cover.



Regular gross salary paid in July, but covering periods wholly or partially in Fiscal Year 2015 and partially in Fiscal Year 2016 will be automatically charged to the correct fiscal year. The Payroll Management System (PMS) calculates the number of days in each fiscal year using the pay period end dates in FISA’s Pay Cycle Reference Table and prorates the amounts accordingly.

Management separation payments should be recognized as liabilities when the payments become due. For example, a managerial employee retires on June 30, 2015 and is entitled to receive a separation payment of \$30,000. The \$30,000 should be recognized and accrued in Fiscal Year 2015. For non-managerial employees, since they remain on the payroll, the liabilities and expenditures should be recorded in the posting months of the pay period end dates because that is when the payments become due.

Additional compensation earned by employees for services rendered in Fiscal Year 2015 but paid during July and August will also be accrued and automatically charged to Fiscal Year 2015 by entering the applicable “effective date” no later than June 30, 2015 in PMS. This automatic accrual feature will be available through August 21, in FMS Accounting.

For Fiscal Year 2015 earnings to be paid after August 21, 2015, through the last payroll date in August of August 31, 2015, i.e., overtime, shift differential, etc., a Manual Accrual document (ACC) with a prefix of ‘**PS15**’ must be entered into FMS Accounting during the period of August 24, 2015 to September 11, 2015 to establish the Fiscal Year 2015 accrual.

The Manual ACC document should be entered into FMS Accounting and the spreadsheet detailing the following should be sent to the Comptroller’s Office in Excel format via email to AccruedExpenditures@comptroller.nyc.gov.

- Explanation of the accrued payroll amount.
- What employees or titles and number of employees within a title, will be paid, plus a mathematical computation as to how the payroll accrual amount was calculated.
- The name and telephone number of the individual responsible for maintaining this information.

This information should be submitted to the Accrued Expenditures Unit no later than September 14, 2015.

When payments are actually made for items accrued on the ACC document, a clearing document should be prepared to clear the Fiscal Year 2015 payroll accrual and credit (decrease) the Fiscal Year 2016 PS codes that were originally charged. Agencies should begin submitting accrual clearing documents (ACL) spreadsheets to the Accrued Expenditures Unit via email to the AccruedExpenditures@comptroller.nyc.gov mailbox on November 2, 2015.

H. ACCRUED GENERAL FUND EXPENDITURES – OTPS (PRM1s \$75,000 AND OVER)

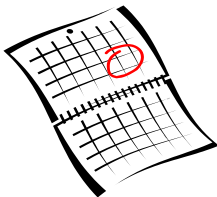
I Yan Fung-Unit Chief Accrued Expenditures

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Email: AccruedExpenditures@comptroller.nyc.gov

Room 200 South

Critical Dates



- **June 30, 2015** – Last date to receive goods and services for Fiscal Year 2015
- **July 1 – July 10, 2015** – Period to enter Fiscal Year 2015 expense Payment Requests with month 12 accounting period
- **July 13 – August 21, 2015** – Automated Accruals & Clearings (ACCA/ACLA) are generated in FMS Accounting
- **July 14, 2015** – Start of review of Automated Accruals & Clearings
- **August 24 – September 11, 2015** – Setup Period of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2015

All Payment Requests (i.e. PRM1's) processed after July 10, 2015 will be charged to Fiscal Year 2016. Agencies should make every effort to process Fiscal Year 2015 Payment Requests by July 6, 2015, to provide sufficient time to correct errors. **Payment Requests representing valid charges against Fiscal Year 2015, which were accepted through July 10, 2015, must have Accounting Period 12 to be charged directly to Fiscal Year 2015.**

Payment Requests processed and accepted into FMS Accounting from July 13, 2015 through August 21, 2015, with service periods prior to July 1, 2015, will have an ACCA and ACLA automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2015.

Agencies should review the validity of the automatically generated ACCA and ACLA and should have all documentation available for review in order to transfer the charges back to Fiscal Year 2015. The review of the Automated Accruals and Clearings will begin on July 14, 2015 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 24, 2015 Manual Accruals Documents (ACC) with a prefix '**OTPSM15**' should be entered into FMS Accounting for those Fiscal Year 2015 expenditures, which have not been processed by the August 21, 2015 cutoff date. **The final date for submission of an ACC accrual document is September 11, 2015.** Agencies should begin submitting the payment request listing to the Accrued Expenditures Unit in Excel format via email to the AccruedExpenditures@comptroller.nyc.gov mailbox on November 2, 2015.

PRM1's \$75,000 and Over

For Fiscal Year 2015, all **PRM1 Payment Requests over \$75,000** accepted in FMS Accounting from July 1, 2015 through September 25, 2015, whether for Fiscal Year 2015 or Fiscal Year 2016, will be **subject** to review by the Comptroller's Office's Bureau of Accountancy, Accrued Expenditures Unit. A statistical sample of PRM1s will be selected for review. The Agency will be required to upload the supporting documentation for the selected PRM1's to the Comptroller's Office File Transfer Portal (FTP).

It is the responsibility of the Agency to maintain original documentation on file to support all activity in FMS Accounting.

PLEASE DO NOT SEND ANY DOCUMENTATION FOR PRM1s \$75,000 OR GREATER UNLESS THE COMPTROLLER'S OFFICE HAS REQUESTED DOCUMENTATION

SAMPLE

PAYMENT REQUEST LISTING FOR ACL Documents

AGENCY CODE:	015	SUBMISSION DATE:	_____
ACC DOCUMENT #:	OTPS15002	PREPARED BY:	_____
ACL DOCUMENT #:	OTPS14002G	PHONE #:	_____
ACL TOTAL:	\$5,950.00		

Payment Period	Aug.-Oct.					PAYMENT REQUEST AMOUNT	ACL LINE #	ACL LINE AMOUNT
PAYMENT REQUEST #	ACCEPTANCE DATE	Vendor Invoice #	U/A	BUDGET CODE	OBJECT CODE			
PRN2 015 12345678910	8/29/15	1233	002	0201	1000	\$ 1,000.00		\$ 600
PRN2 015 12345678911	9/05/15	1234	002	0201	1000	900.00		900
PRN2 015 12345678912	9/05/15	1235	002	0201	1000	800.00		500
PRN2 015 12345678913	9/10/15	1236	002	0201	1000	700.00		700
PRN2 015 12345678914	9/12/15	1237	002	0201	1000	600.00		400
Total ACL Line no. 1:							1	\$ 3,100.00
PRN2 015 12345678916	9/05/15	2234	002	2001	6860	500.00		300
PRN2 015 12345678917	9/10/15	2235	002	2001	6860	750.00		500
PRN2 015 12345678918	9/17/15	2236	002	2001	6860	850.00		850
PRN2 015 12345678919	9/19/15	2237	002	2001	6860	650.00		650
PRN2 015 12345678920	9/26/15	2238	002	2001	6860	450.00		200
PRN2 015 12345678931	10/24/15	2239	002	2001	6860	350.00		350
Total ACL Line no. 2:							2	\$ 2,850.00
ACL DOCUMENT TOTAL:								\$ 5,950.00

This page illustrates the information required to be shown on the manual ACL clearing submission.

I. SINGLE AUDIT

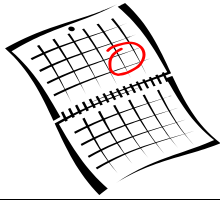
I Yan Fung

E-mail: ifung@comptroller.nyc.gov

Phone: 212/669-8020

Fax: 212/815-8685

Room 200 South



Critical Date

- **October 1, 2015**– Distribution of FMS Accounting Report of Federal Awards
- **October 15, 2015** – Return FMS Accounting Report of Federal Awards via email (in PDF Format)

A. OVERVIEW

Introduction

The Single Audit Amendments Act (Public Law 104-56) was enacted into law in July 1996 and replaced the Single Audit Act of 1994. The Amendment established a law to streamline and improve the effectiveness of audits of Federal awards for state and local governments and not-for-profit organizations. To implement the requirements of the Single Audit Amendment Act of 1996, the Federal Office of Management and Budget (OMB) issued Circular A-133 “Audits of States and Local Governments and Non-Profit Organizations”.

What is the Single Audit?

The Single Audit comprises the audit of a non-federal entity’s activities and programs which expend federal awards during a fiscal year. The Single Audit is based on Federal guidelines as established in the recently implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards issued by the US Office of Management and Budget on December 26, 2013. A Single Audit is conducted by independent auditors.

The City of New York Single Audit

The New York City Single Audit includes an examination of the financial records, internal controls and compliance with Federal laws and regulations for both the Federal programs and the City as a whole.

Focus of the Audit of the City’s Financial Statements

The audit of the City’s financial statements is designed to determine whether the statements are *fairly presented in all material respects; and whether the presentation is in accordance with Generally Accepted Accounting Principles (GAAP)*.

Focus of the Audit of the City’s Federal Awards

The objective of the audit of Federal awards is to determine whether Federal funds were expended appropriately and in compliance with applicable laws and regulations.

Single Audit Report

The City's independent auditors, Deloitte & Touche, will conduct the City of New York Single Audit.

As part of the initial steps and conducting the City's Single Audit, the Auditors must determine Major programs for review and funding received from the following programs: Research and Development (R&D), American Recovery and Reinvestment Act (ARRA), and Federal Emergency Management Agency (FEMA) grants.

The New York City Single Audit Report consists of the independent auditors' report on:

- The City's Financial Statements and Supplementary Schedule of Expenditures of Federal Awards
- Report on Compliance and Internal Control over Financial Reporting based on an audit of the City's Financial Statements performed in accordance with Government Auditing Standards
- Report on Compliance with requirements applicable to each Major Program and on Internal Control over Compliance in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The Mayor of the City of New York and the Office of the Comptroller

The New York City Single Audit is completed through the coordinated efforts of the Mayor's Office of Operations, the Mayor's Office of Management and Budget and the Office of the Comptroller. Cooperation of all City Agencies covered by the requirements is crucial to the successful completion of the Single Audit.

The New York City Office of the Comptroller prepares the Schedule of Expenditures of Federal Awards, coordinates the issuance of the City's Single Audit Report; assists in the coordination of the audit by the independent auditors; and provides technical guidance through the issuance of Comptroller's Directives.

Internal Controls

To assist City Agencies in maintaining adequate internal controls and achieving compliance with Federal laws and regulations, the Office of the Comptroller requires that Agencies complete the Office of the Comptroller's Directive 1 Questionnaire, "Agency Evaluation of Internal Controls."

Schedule of Expenditure of Federal Awards

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requires the preparation of a Schedule of Expenditures of Federal Awards. The Schedule must include the following:

- List Federal programs by CFDA number for each Federal Agency Identification of pass-through entities
- Identification of the total amount provided to Subrecipients from each federal program in where the City acts as the pass-through
- The total amount of Federal awards expended during the year

The Schedule of Expenditures of Federal Awards is prepared by the Office of the Comptroller, in coordination with City Agencies. The preparation of the Schedule involves the following process.

The City of New York's Financial Management System (FMS Accounting) generates the report for Federal Awards. This report should reflect the total federal expenditures incurred by City Agencies during the fiscal year. The report is distributed to City Agencies for review and reconciliation. A new requirement established by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is to identify the total amount provided to sub-recipients from each federal program in where the City acts as the pass-through. The Comptroller's Office will distribute an Excel spreadsheet of each agencies sub-receipt information for completion and certification. Once the data is reviewed and returned by Agencies, the Office of the Comptroller prepares the Schedule of Expenditures of Federal Awards which is then submitted to the independent auditors for examination and inclusion in the City of New York Single Audit Report.

Procedures

The preparation of the Schedule of Expenditures of Federal Awards follows the accrual basis of accounting. Therefore, Agencies should make sure that all federal assistance expenditures incurred by them during the fiscal year are included in their Report of Federal Awards.

To ensure the accuracy of the data and fair presentation of the Schedule of Expenditures of Federal Awards, the Office of the Comptroller requires that Agencies perform the following:

- Review the Report of Federal Awards to ensure that all data stated is correct. Please note that the NYC Office of Management and Budget will verify all items for CFDA number 97.036.
- **Reconcile the amounts in the report to their internal records. If a difference is found in the amount or the CFDA no., please provide supporting documentation to corroborate the manual adjustment. The documentation provided should include FMS Accounting Document ID's, grantor letter, grant agreement, etc.**
- Ensure that the CFDA numbers are accurate.
- Ensure the Accuracy of the Pass-Through Grantor and indicate it beside each grant program.
- Ensure that the review takes into account all Federal assistance expended by the Agency including those programs received from a *pass-through entity* as well as *non-cash assistance* and any grant not accounted for on the report for Federal Awards.
- Ensure that the Excel spreadsheet for subrecipient information is completed accurately.
- Include the completed Single Audit Representation Letter with the Report of Federal Awards and the Subrecipient Information spreadsheet.

Report Deadline

The FMS Accounting Report for Federal Awards and Subrecipient Information spreadsheet will be distributed on **October 1, 2015**. Agencies must submit the reviewed and reconciled report to the Office of the Comptroller by **October 15, 2015** via email (in PDF format).

SINGLE AUDIT REPRESENTATION

Date: _____

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 following has been certified by our agency:

_____ The items listed in the attached Fiscal Year 2015 CWA-FEDAST-001 report has been reviewed and verified for all CFDA numbers; excluding CFDA 97.036 as the NYC Office of Management and Budget will confirm the amounts for this CFDA.

_____ During Fiscal Year 2015 our agency acted as a Pass-Through grantor providing Federal Awards to Sub-recipients. Attached is the completed Single Audit Sub-recipient Information Spreadsheet.

_____ During Fiscal Year 2015 our agency did not act as a Pass-Through a grantor of Federal Awards to subrecipients.

Name: _____

Title: _____

Agency Name: _____

Cordially,

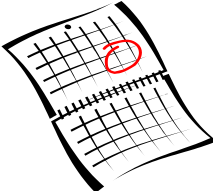
Signature

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

J. INTRACITY PURCHASES

Stephen Messing Phone: 212/669-8044
E-mail: smessin@comptroller.nyc.gov

Fax:212/815-8693
Room 200 South



Critical Dates

- **July 10, 2015** – Last day to process IETC documents with an Accounting Period of 12
- **August 21, 2015** – Last date to enter IETC documents with an Accounting Period of 13 without Comptroller override
- **September 11, 2015** Last Date to submit IETC documentation for review and approval

Agencies that purchase goods and or services from other City Agencies should use the FMS Accounting Internal Exchange Transactions-Intracity (IETC) document to reimburse the selling Agency.

The following procedures should be used to insure that all intracity purchases for Fiscal Year 2015 are properly accounted for:

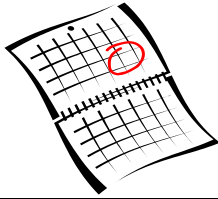
1. Procedures for an Agency buying goods and/or services from a City Agency other than The Department of Citywide Administrative Services (DCAS).
 - a) From July 1 through July 10, 2015, Agencies processing IETCs for Fiscal Year 2015 should enter the document into FMS Accounting using Accounting Period 12
 - b) From July 13 through August 21, 2015, all IETCs should be entered in FMS Accounting using Accounting Period 13
 - c) If an Agency enters an IETC document after August 21, 2015 with Accounting Period 13, it will receive an error message requiring a Comptroller's Office override. The Agency should provide the Comptroller's Office with the IETC document ID and a scanned version of the original intracity invoices, delivery documentation and any other proof of delivery or services received dated prior to July 1, 2015.
 - d) The last date to submit IETC documentation to the Comptroller's Office for review and approval is September 11, 2015.
2. Procedures for Agencies buying goods and/or services from DCAS:
 - a) Delivery documentation dated prior to July 1, 2015 should be sent directly to DCAS.
 - b) IETCs will be prepared by DCAS, following the same timetable as above.
3. Agencies should use FMS Accounting Page Code BQ92LV3 to verify expense budget at the Object level. FMS Accounting Page Code VDOC OBJ should be used to verify the valid Intracity Detail Object Code to use.

NOTE: IETC documents entered using Accounting Period 13 after the August 21st cutoff date, DO NOT require an IPOC (Encumbrance Document) for completion of the transaction.

K. CAPITAL PROJECTS EXPENDITURE ACCRUALS

Man Hon Cheung-Unit Chief Capital Phone: 212/669-3710
E-mail: capital@comptroller.nyc.gov

Fax: 212/815-8570
Room 200 South



Critical Date

- **September 4, 2015** – Last date to submit Capital Payment Requests with period of service on or before June 30, 2015

The Capital Projects Expenditure Accruals for Fiscal Year 2015 will automatically be computed by the FMS Accounting system.

By July 10, 2015 (month 12 close), Agencies should submit all Payment Requests covering expenditures for Fiscal Year 2015, enter a June 30, 2015 date or an accounting period of 12 on the Payment Request for the expenditure to be included in month 12 of Fiscal Year 2015.

Beginning July 13 (month 13 starts), all Fiscal Year 2015 Payment Requests with a service period on or before June 30, 2015 must be submitted by September 4, 2015 in order for FMS Accounting to generate an Automated Accrual and Clearing document which will automatically record the Fiscal Year 2015 capital expenditure accrual.

All Payment Requests must contain accurate service dates. This is extremely important during month 13, so that FMS Accounting will automatically generate an accurate Fiscal Year 2015 accrual.

Agencies must keep all back up documents and have them available for examination by internal or external auditors.



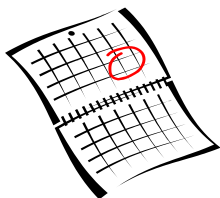
NOTE:

An adjustment to a capital expenditure accrual could have an impact on the Capital Revenue.

L. CAPITAL ACCOUNTING RECORDS RECONCILIATION

Man Hon Cheung-Unit Chief Capital Phone: 212/669-3710
E-mail: capital@comptroller.nyc.gov

Fax: 212/815-8570
Room 200 South



Critical Date

- **July 17 2015** – Last date to submit Capital Reconciliation Representation Certification

The City's financial statements are prepared from transactions recorded in the FMS Accounting by Agencies. As required in the Comptroller's Internal Control and Accountability Directive 1: Principles of Internal Control, Section 4.3 "Control activities should exist at all levels and functions of an Agency. They include a wide range of diverse activities such as approvals, authorizations, verifications, record reconciliations and the creation and maintenance of related records that provide evidence of the execution of these activities." All City Agencies must reconcile their internal capital accounting records with data shown in FMS Accounting. The reconciliation ascertains that there is no conflicting data between two independently maintained set of records that could result in inaccurate financial statements.

When discrepancies exist, Agencies are required to investigate and make necessary adjustments to rectify omissions or errors, by processing the required documents or budgetary modifications. Capital accounting adjustments to FMS Accounting deemed necessary, should be forwarded to the Mayor's Office of Management & Budget and/or the Comptroller's Office.

Agencies are required to reconcile their internal capital records to the City's FMS Accounting monthly reports in the following areas:

1. Unencumbered balance for each unit of appropriation
Agencies should reconcile their internal capital records to the unobligated amount on FMS Accounting report CWA-CFEXPA-002 (Available Capital Funds Summary by Dept and Dept Type). Alternatively, Agencies may reconcile to the "available amount" on FMS Accounting Screens such as:
 - BQ94LV1 - Capital Fund Budget Maint: Appropriation Unit Lvl
 - BQ94LV2- Capital Fund Budget Maint: Budget Code Lvl*
 - BQ94LV23 - Capital Fund Budget Maint: Object Code Lvl*

* **Utilized when differences exist at the Unit of Appropriation level.**

2. Contract Liability Reconciliations – Agencies should reconcile the contract liability for each Unit of Appropriation/Budget Code combination, per their internal records to FMS Accounting Report CWA-AGOENC-001 (Age Open Agreement by Dept & Appr as of Acct Pd or Date). As an alternative, Agencies may reconcile to an appropriate FMS Accounting inquiry screen which will provide the open encumbrance amount by unit of appropriation and budget code, i.e., BQ94LV2 (Capital Fund Budget Maint: Budget Code Lvl).

3. Agencies must utilize the proper capital project fund and detail objects to account for pollution remediation expenditures. The following detail objects should be used to record pollution remediation expenditures.

- Object 202 Land Acquisition
 - ... Detail Object 2027 Pollution Remediation Obligations-Capital Eligible
- Object 211 Construction Buildings
 - ... Detail Object 2111 Pollution Remediation Obligations-Capital Eligible
- Object 212 Building Acquisition
 - ... Detail Object 2121 Pollution Remediation Obligations-Capital Eligible
- Object 220 Capital Purchased Equipment
 - ... Detail Object 2201 Pollution Remediation Obligations-Capital Eligible
- Object 231 IOTB Site Acquisition
 - ... Detail Object 2311 Pollution Remediation Obligations-Capital Eligible
- Object 232 IOTB Construction
 - ... Detail Object 2321 Pollution Remediation Obligations-Capital Eligible
- Object 241 Leasehold Imp Construction
 - ... Detail Object 2411 Pollution Remediation Obligations-Capital Eligible



NOTE:

Agencies are responsible for maintaining proper internal capital accounting documents and records subject to review by the Office of the Comptroller and external auditors.

In compliance with the Comptroller's Internal Control and Accountability Directive 1 and to certify that the records for the above two areas have been reconciled to the relevant FMS Accounting report(s) or screen(s), a June 30, 2015 Capital Reconciliation Representation, signed by the Agency Fiscal Officer must be submitted to the Comptroller's Office by July 17, 2015. Names of the report(s) or screen(s) used to reconcile with the internal records should be stated in the Capital Internal Record Reconciliation form. All differences whether reconciled or not should be noted on the Schedule of Differences this form can be downloaded from the Comptroller's website.

If there are any questions concerning the Capital Reconciliations or the Representation Certificate, please contact Leonel Ferreira at 212-669-7189 or capital@comptroller.nyc.gov



NOTE:

See the forms in Section E for a sample Revenue reconciliation format and dates which apply for both General Fund 001 and Capital Fund 400

**REPRESENTATION OF AGENCIES
CAPITAL INTERNAL RECORD RECONCILIATION TO
FMS ACCOUNTING CAPITAL SYSTEM**

Date: _____

Leonel Ferreira CPA, Division Chief: Fixed Assets & Capital Projects
Bureau of Accountancy
Capital Division
Municipal Building – Room 200 South
One Centre Street
New York, NY 10007

Dear Mr.Ferreira:

We represent to you that we have examined our Capital Projects Fund unencumbered balances for each Unit of Appropriation and contract liabilities for each Unit of Appropriation for the fiscal year ending June 30, FILL IN FISCAL YEAR . We found them to be in agreement with FMS except for the differences indicated on the attached schedule. We were able to reconcile all differences unless otherwise noted.

Date: _____
Name: _____
Agency Code No.: _____
Agency Name: _____
Tel No.: _____
E-Mail Address: _____

Cordially,

Signature

Please indicate which report(s) or screen(s) were used to reconcile Agency records.

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

**SCHEDULE OF DIFFERENCES BETWEEN AGENCIES CAPITAL RECORDS AND FMS ACCOUNTING
FOR FISCAL YEAR ENDING JUNE 30, 2015**

TYPE	DIFFERENCES	FMS ACCOUNTING OUTPUT MODE UTILIZED	EXPLANATION OF DIFFERENCES
UNENCUMBERED BALANCE			
CONTRACT LIABILITY			

PLEASE SUBMIT ADDITIONAL SCHEDULE IF MORE SPACE IS NEEDED.

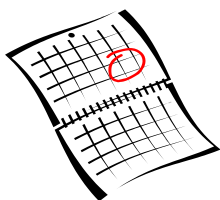
DATE:	
SIGNATURE:	
NAME AND TITLE:	
AGENCY CODE AND NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	

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

M. CAPITAL ASSETS ACCOUNTING

Man Hon Cheung-Unit Chief Capital Phone: 212/669-3710
E-mail: capital@comptroller.nyc.gov

Fax: 212/815-8570
Room 200 South



Critical Dates

- **July 1, 2015** – Capital Asset Inventory Reports available for printing by Agencies
- **August 3, 2015** – Complete Inventory reviews and process capital documents.
- **August 14, 2015** – Submit Capital Assets Certification Letter

The City is required to report Capital Asset activities in the City's Annual Financial Statement (CAFR). Each Agency is responsible for maintaining its own capital assets and to record all capital assets activities timely in FMS Accounting, as stated in Directive 30 section 4. The Bureau of Accountancy-Capital Division will report capital assets data retrieved from FMS Accounting System in the City's Annual Financial Statement. To ascertain that the data we collected from the system is accurate and to comply with the Comptroller's Internal Control and Accountability Directive 1, every Agency has to physically account for its existing capital assets against its own fixed asset log and reconcile to the Capital Assets Inventory Report generated by FMS Accounting to determine whether all additions, retirements, transfers, and adjustments are recorded accurately.

To facilitate this process, FMS Accounting will generate a report (CASINV 001 Fixed Assets Inventory by Group) listing each Agencies Capital Assets Inventory. This report will be available for printing by each Agency on July 1, 2015 from FMS Accounting –InfoAdvantage Report. Due to procedural change, FISA will no longer produce/distribute printed reports to Agencies. However, if any Agency has problems printing any FMS Accounting report, please contact the FISA Call Center for help.

To comply with the Comptroller's Directive 1, each Agency is required to do the following:

- Review the relevant June 30, 2015 Capital Assets Inventory listings against its internal asset log which should have been physically verified manually as stated in Directive 30, section 11.0.
- Based upon the above review, if discrepancies are found, the Agency is required to correct or update the fixed asset record by processing appropriate fixed asset documents, i.e., Fixed Asset Acquisition Document (FA), Fixed Asset Value Increase/Decrease Document (FI), Fixed Asset Modification Document (FM), Fixed Assets Disposition Document (FD), Fixed Assets Transfer Document (FT) or Fixed Assets Cancellation Document (FC), etc
- This review must be completed by August 3, 2015.
- Upon completion of the above, the Fiscal Officer of each Agency is required to sign the Capital Asset Certification Letter to certify that the Agency has followed the above review procedures and properly accounted for all fixed assets in FMS Accounting.
- This certificate should be submitted to the Bureau of Accountancy by August 14, 2015. Please note that each Agency is responsible for the physical existence of its capital assets and all related documentation & records. Both are subject to internal and external audits.

Following is the Capital Assets Certification Letter which must be submitted to the Bureau of Accountancy, Capital Division by August 14, 2015.

In order for the Comptroller's Office to prepare the Capital Asset financial statements timely and accurately, all adjustment transactions must be properly completed and entered into FMS Accounting System by August 3, 2015. **No extensions will be granted.**

CAPITAL ASSET DISCREPANCIES

Fixed Asset -Intent (FN) – Discrepancies:

- **The Fixed Asset Description field:** Must state the asset which will be created, not a description of the work being performed. In the case of a betterment project, please use the Extended Doc Description to state the objective of the project.

- **Capitalization Trigger:** There are different Capitalization Trigger combinations which are dependent upon the asset type and whether the asset has been constructed or purchased.
 - Land – Anticipated In Service Date
 - Equipment – Anticipated In Service Date
 - Vehicles – Anticipated In Service Date
 - Building – Percent Complete (80%)
 - Infrastructure (Excluding DEP) – Anticipated In Service Date (Using the last date of the current Fiscal Year)
 - DEP Infrastructure – Please use the actual Anticipated In Service Date.

- **Fixed Asset System Number:** Computer hardware and software require a Fixed Asset System Number, which must first be registered on the ASYS table, in order to reference it on the FN.

- **Fixed Asset Catalog:** The Fixed Asset Catalog code selected must be appropriate for the asset created. When selecting a Fixed Asset Catalog Code, please use the search function on the dropdown menu of the FN document to select the Catalog Code that most accurately represents the asset.
 - i) **Note:** The useful life inferred on the FN from the Fixed Asset Catalog code can be modified, if needed, but no other value should be altered unless instructed by the Comptroller's Office Bureau of Accountancy (Accountancy). If Accountancy has requested that your agency make a Fixed Asset Catalog Code change, please delete all previously inferred information so that the new Catalog Code selected can infer its own values.

CAPITAL ASSETS CERTIFICATION LETTER

Date: _____

Leonel Ferreira CPA, Division Chief: Fixed Assets & Capital Projects
Bureau of Accountancy
Capital Division
Municipal Building – Room 200 South
One Centre Street
New York, NY 10007

Dear Mr. Ferreira:

I have reviewed the Capital Asset Inventory Report(s) as they relate to city owned assets (excluding Fund 864) number(s) _____ dated _____. This listing is complete totaling _____ assets which are valued at _____.

The information contained therein is consistent with Agency information and records; corrections, additions, and adjustments have been made in FMS Accounting.

Name and Title: _____

Agency Code and Name: _____

Date: _____

Cordially,

Signature

N. VACATION AND SICK LEAVE

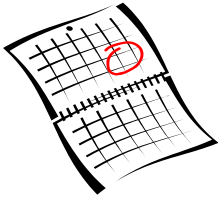
Katrina Stauffer Division Chief Accounting Compliance

Phone: 212/669-7861

Fax: 212/815-8784

Room 200 South

Email: accomp@comptroller.nyc.gov



Critical Dates

- **August 3, 2015** – Return completed Vacation and Sick Leave sample

Each Agency is required to maintain balances for annual leave, sick leave, and compensatory time for each employee. These records, provide the Comptroller's Office with the basis for calculating the City's estimated liability to employees for time earned through June 30, 2015 for inclusion in the City's financial statements.

Agencies That Do NOT Maintain Balances in PMS

The Agency of Corrections non-managers, Department of Education and City Council are the only three City Agencies that currently do not maintain their leave balances on the Payroll Management System (PMS). A sample of employees will be used to calculate their leave balances.

For each selected employee, the Agency must provide the following:

- Balances as of June 30 for annual leave, sick leave, compensatory time, and where applicable, terminal leave. Please enter the balances in hours in the appropriate columns. The total liability for each employee will automatically be calculated by formula within the spreadsheet.
- Electronic copies of the time records to support the balances reported.
- A list of the specific labor agreements, time and leave regulations, etc. used in determining the leave balances.
- A statement that the employee data (payroll bank, hourly rate, salary etc.) provided by the Comptroller's Office has been verified by the Agency.

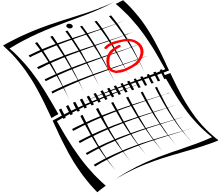
All responses should be returned by E-mail to the Comptroller's Office along with the name and telephone number of the timekeeper providing the leave balances, no later than **August 3, 2015**.

O. LEASE EXPENSE

Tammy Truong
Adetutu Longe
E-mail: lease.expenses@comptroller.nyc.gov

Phone: 212/669-8039
Phone: 212/669-4285

Fax: 212/815-8615
Fax: 212/815-8615
Room 200 South



Critical Dates

- **June 2, 2015** - Distribution of Lease Expense Report via email
- **July 6, 2015** - Return Lease Expense Report

The City leases a significant amount of real property from private landlords. Accordingly, the Comptroller's Office requires certain data from your Agency pertaining to real property lease obligations for inclusion in the City's Fiscal Year 2015 financial statements. In accordance with Generally Accepted Accounting Principles (GAAP), the future minimum obligations under these leases must be disclosed.

We have prepared a listing of your Agencies real property lease expense based on prior submissions. The listing, which was distributed via email on June 2, 2015, summarizes any agreement whereby your Agency leases property from private landlords for one year or longer.

Please review this report to see if the information stated is correct and complete, paying particular attention to the following:

Missing leases, terminations, expirations, amendments, minimum annual base rents and balances.

This review should take into account all rental payments made by your Agency. Therefore, if there are any agreements and/or commitments not accounted for on our report, **it will be your responsibility to add this information**. The reviewer's signature, title and phone number should be included on each page.

The reviewed report should be returned to the Bureau of Accountancy, Fixed Assets & Capital Projects Division no later than July 6, 2015 via email, fax or hand delivery.



NOTE:

Rental expenses will be allocated to the particular fiscal year, which commences on July 1, 2014 and ends June 30, 2015

P. LEASE INCOME

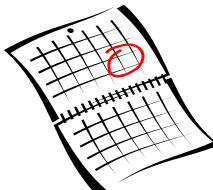
Karen Bornstein-Mohr

Phone: 212/669-8016

Fax: 212/669-2126

E-mail: kbornst@comptroller.nyc.gov

Room 200 South

	<u>Critical Dates</u>
	<ul style="list-style-type: none">• May 29, 2015 - Distribution of Lease Income Certification via email• June 2, 2015 - Distribution of Lease Income Report via email• July 6, 2015– Return Lease Income Certification• July 13, 2015 - Return Lease Income Report

The City leases to others a significant amount of City owned real property, primarily for markets, ports and terminals.

We require certain data from your office pertaining to lease income for inclusion in the City's Fiscal Year 2015 financial statements. Based upon prior submissions, we have prepared a listing of your Agencies lease income agreements. This listing, which was e-mailed to your Agency on June 2, 2015, summarizes any agreement whereby your Agency derives income by leasing City owned real property **for one year or longer**.

Please review this report to see if the information stated is correct and complete, paying particular attention to the following:

- **MISSING LEASES:** If you have any lease that does not appear on the report, you must add it. New lease(s), license(s) and permit(s) must be submitted with agreement, date of occupancy, block and lot number and any additional documents that would clearly state and support the lease, license and permit agreement.
- **TERMINATIONS:** All leases that have been terminated prior to the expiration date should be identified and the date that the lessee vacated the premises indicated.
- **EXPIRATIONS:** For all expired leases on the report, indicate the date the lessee vacated the premises.
- **AMENDMENTS:** Please enclose copies of any lease amendments executed in fiscal year 2015.
- **MINIMUM ANNUAL RENT:** The amounts of future MINIMUM rent payments should be verified for all leases, licenses, and permits. Do not include future maintenance charges, or any escalation based on percentages of yet to be determined amounts such as real property taxes. Include only the minimum base rent payments stated in the agreements. Please indicate clearly any period where "bargain" or no rent is being charged.
- **CHANGE IN LESSEE:** Please report changes in lessee name whether because of a sale, an assignment or a change in corporate identity.

This review should take into account all real property rental income received by your Agency. Therefore, if there are any real property agreements for one year or longer not listed on the report, **it will be your responsibility to add this information.**

Further, it is **mandatory** that all changes must be accompanied by adequate documentation, including but not limited to:

- The lease agreement for any new agreement or an amendment made to an existing agreement
- Signed renewal letters where an option to renew is exercised

The reviewer's signature, title and phone number must be included on the lower right corner of each page.

The reviewed report should be returned to the Comptroller's Office no later than July 13, 2015 via e-mail to kbornst@comptroller.nyc.gov.

In addition, an email was sent on May 29, 2015 requesting Agencies to confirm their lease income status. If you have not received the e-mail, the Lease Income Certification form can be downloaded electronically from the Comptroller's website. The form and any supporting documentation should be e-mailed **no later than July 6, 2015 to kbornst@comptroller.nyc.gov**

**LEASE INCOME CERTIFICATION
AS OF JUNE 30, 2015**

DATE 2015

To: Leonel Ferreira CPA, Division Chief: Fixed Assets & Capital Projects
From: FILL IN NAME, Fiscal Officer, AGENCY NAME (DEPT CODE)
Subject: Lease Income Agreements

Agencies with no prior Lease Type Income confirmed with the Comptroller's Office:

- No** – We do not have agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.
- Yes** – Fiscal Year 2015 is the first year we have agreement(s) from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

Agencies with prior Lease Type Income confirmed with the Comptroller's Office:

- Yes** – we have FILL IN QUANTITY agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

In Fiscal Year 2015 FILL IN QUANTITY agreements have been amended

In Fiscal Year 2015 FILL IN QUANTITY agreements have been terminated

Signature: _____

Title: _____

E-Mail Address: _____

Telephone Number: _____

Agency Code & Name: _____

Agency Address: _____

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

Q. INVENTORY OF SUPPLIES

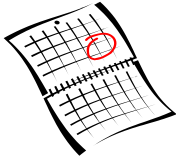
Natasha Walker

Phone: 212/669-7405

Fax: 212/815-8615

E-mail: inventory@comptroller.nyc.gov

Room 200 South



Critical Date

- **July 13, 2015** – Last date to Submit Inventory Report

In order for the Comptroller's Office, Bureau of Accountancy (BOA) to prepare the City of New York's annual financial statements, according to Generally Accepted Accounting Principles (GAAP), it is required that the City record the total amount of its inventory on its Statement of Net Assets in the Comptroller's Comprehensive Annual Financial Report. A letter was emailed to Fiscal Officers of each Agency on May 8, 2015 to give advance notice of the requirements to report the inventory of supplies to our office. It is therefore necessary that all City Agencies submit the value of its materials and supplies inventory as of June 30, 2015, based on a physical count. Inventory consists of:

- The value of materials and supplies on hand for all agencies,
- The value of postage stamps on hand, and
- The amount in all postage meters

In addition, Agencies that do not have a storeroom (and each Agency orders its own supplies) should count the amount of supplies on hand at year-end for all Agencies to arrive at the Agencies June 30, 2015 total inventory amount submitted to the Comptroller's Office. Agencies may use either of two inventory systems: Periodic (physical) or Perpetual to value their year-end supplies, materials and postage.

- **Periodic** - A physical inventory should be taken on June 30, 2015. A written procedure describing how the physical inventory was taken must be available for review to support this valuation.
- **Perpetual** - Detailed records are maintained on an on-going basis for each inventory item. The inventory balance is increased as items are purchased or inventoriable costs are incurred, and the balance is reduced as items are sold or transferred. Cycle counting may be used with the perpetual inventory system to supplement other control procedures and to spread the physical counting effort throughout a period. Cycle counting tests the reliability of the perpetual inventory system by physically counting a portion of inventory and comparing the quantity to the indicated perpetual records. The perpetual system generally makes the period-end cutoff process less burdensome.

An estimated value of the supplies inventory is not acceptable under either inventory system. These instructions apply to expense and capital budget items as well as unissued supplies in warehouses and supply rooms. The physical count must be observed and attested to by responsible Agency personnel. (See the accompanying sample form). Inventory detail with calculations, invoices, and other documentation used to compute the value of the inventory must be retained by the Agency to be available for audit. The valuation method used must be specified, e.g. FIFO, LIFO, Moving-Average or specific identification Method.

- **First-in, First-out Method (FIFO)** - the inventory remaining on hand is presumed to consist of the most recent costs.
- **Last-in, First-out Method (LIFO)** - the inventory remaining on hand is presumed to consist of the earliest cost.

- **Moving-Average Method** - the ending inventory is valued at the moving-average unit cost for the period.

Specific individual pieces of inventory on hand are identified, along with their respective costs. This is most appropriate for low volume, high cost items including capital inventory.

Please indicate if the valuation method currently used is different from the prior year and include an explanation why the inventory valuation method was changed. The instructions apply to both expense and capital budget items as well as unissued supplies in warehouses and supply rooms. Those Agencies which have capital projects should submit separate forms for their capital budget inventory and for their expense budget inventory.

Agencies that **do not have more than \$5,000** in total inventory(including postage) are not required to submit an inventory report. However, please contact us via e-mail to notify us.

	<p><u>NOTE:</u> Handwritten spreadsheets are no longer acceptable. Spreadsheets are to be done in an Excel format for calculation purposes. Inventory supply cover sheet must be signed. Both the cover sheet and the spreadsheets must be sent via e-mail to inventory@comptroller.nyc.gov .</p>
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**INVENTORY OF SUPPLY COVER SHEET
JUNE 30, 2015**

Agency Code: _____ Agency Name: _____

Agency: _____ Division: _____

CHECK ONE:

- Budget Type: Expense Capital
- Inventory System: Periodic (Physical) Perpetual

Valuation Method Used: _____

Total for Agency (Dollar Value): _____ (Total Amount from Detailed Report)

Date(s) Physical Inventory was taken: _____

Prepared By: _____ Attested By: _____

Signature: _____ Signature: _____

Title: _____ Title: _____

Phone No.: _____ Phone No.: _____

E-mail address: _____ E-mail address: _____

Date: _____ Date: _____

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

R. FIDUCIARY ACCOUNTS

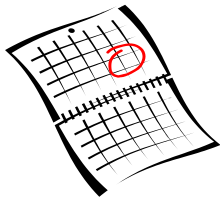
Elvis Clarke

Phone: 212/669-8034

Fax: 212/815-8693

E-mail: eclarke@comptroller.nyc.gov

Room 200 South



Critical Date

- **August 14, 2015**– Return Fiduciary Account Certification and Representation

Fiduciary Accounts

The Comptroller's **Directive #27**, *Fiduciary Accounts-Procedures for Requesting, Controlling, and Monitoring*, is a Directive on the overall accountability, control, and reporting requirements of fiduciary accounts (formerly referred to as Trust and Agency Accounts). The Governmental Accounting Standards Board (GASB) requires that **private purpose trust funds** be used to report all trust arrangements, other than pension and investments trust, under which principal and income benefit individuals, private organizations or other non-City governmental entities. **Agency funds** are used to report assets that are being held purely in a custodial capacity for the benefit of individuals, private organization, or other non-City governmental entities. Grants and donations given to the City for City programs are considered public-purpose resources and must be recorded in the General Fund. **Permanent trust funds** are a type of fiduciary account whose resources are legally restricted to the extent that only earnings may be used to directly support the City's programs. **Directive #27** requires an accounting, from City Agency, of all fiduciary accounts. It also requires an accounting of each individual bank account or other financial assets held by an Agency or its sub-units (see Section A).

Agencies that maintain Fiduciary Accounts (Private-purpose trust, Permanent and Agency funds) must submit the "Fiduciary Account Certification and Representation Form" signed by the Agency Head (or authorized designee) as required by Directive #27, no later than August 14, 2015). This includes accounts with zero balances.

If your Agency determines that a fiduciary account is no longer necessary and the account is no longer legally required, please follow the procedures for reporting inactive accounts as outlined in Directive #27, Section 5.5.2.

FIDUCIARY ACCOUNT CERTIFICATION AND REPRESENTATION

August 14, 2015

Camille Arezzo
Division Chief, Financial Reporting
Office of the Comptroller
One Centre Street -Room 200 South
New York, NY 10007

Dear Ms. Arezzo

We confirm that the internal controls of the Fiduciary Account listed below have been evaluated on the basis of the checklist provided in Comptroller's Directive # 1 – *Financial Integrity*. We [have/have not] identified any material weaknesses in these controls. (Note: For any material weaknesses identified, provide details and what actions are being taken to rectify the situation in an attachment to this certification.)

We also verify that the account remains active, in its original purpose and the balance remaining at the end of the most recent fiscal year is correct and will be required in its entirety in the foreseeable future. (Note: The Fund Balance reported should be as of the end of Accounting Period 12)

(Note: For Multiple Accounts attach an excel spreadsheet which includes Fiduciary Account Name, Detail Fund No, Detail Sub-Fund No, and the Account Balance at Close of Fiscal Year.)

Fiduciary Account Name: _____

Detail Fund No.: _____

Detail Sub-Fund No.: _____

*Balance at Close of Fiscal Year: \$_____

Fiscal Year: 2015

Accounting Period: 12

Name: _____

Title: _____

Agency Code No.: _____

Agency Name: _____

Tel No.: _____

Fax No.: _____

E-Mail Address: _____

If Zero Balance, Please Provide Justification: _____

Cordially,

Signature

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