

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.