

A. AGENCY BANK ACCOUNTS AND INVESTMENTS

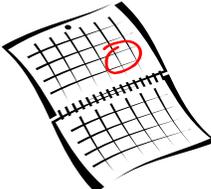
Marina Verba - Division Chief Bank Reconciliation

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	<u>Critical Dates:</u>
	<ul style="list-style-type: none">• July 1, 2016- Electronic distribution of Active Bank Accounts Report• July 29, 2016 - Submit June Bank Reconciliations and completed Active Bank Accounts Report• July 29, 2016 - Agencies with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email• August 26, 2016 - 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 Agency’s active bank accounts for you to complete (Active Bank Accounts Report). This report will be distributed to each Agency via email on July 1, 2016.

Under the Book Balance caption, enter the June 30, 2016 book balance (not bank balance) for each account.

For Expense Demand accounts the June 30, 2016 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 2016 for those unspent funds; make sure to use the correct budget and detail object codes to ensure that the proper credit to Fiscal Year 2016 is posted for those unspent funds.

If the information we have provided is incomplete or incorrect, please correct or update it by making the appropriate notation. If there are new or existing accounts that are not listed on our report, please add them to the listing; 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 accounts have 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 Bureau of Accountancy, Bank Reconciliation Division to the attention of Ms. Marina Verba via email at agencybankaccount@comptroller.nyc.gov by July 29, 2016.

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 2016 should be submitted via email to agencybankaccount@comptroller.nyc.gov by July 29, 2016 to the attention of Ms. Marina Verba. In cases where bank reconciliations contain outstanding checks as of June 30, 2016, reconciliations for the month of July 2016 should be submitted by August 26, 2016. 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, 2016 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, 2016. 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, 2016 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 Bank Reconciliation Division. **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, 2016 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, 2016 must be reported to our office for each investment.

The following information must be provided via email in Excel format by July 29, 2016.

- Description of Investment
- Cost
- Maturity Value
- Fair Market Value at June 30, 2016
- 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 *Bank Accounts and Investments Representation* letter which can be downloaded from the Comptroller's website, 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, 2016

5. Agency Bank Account Information

For all new bank accounts opened during Fiscal year 2016 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 2016 bank reconciliation package. Complete a separate form for each new bank account, and return the form along with the 2016 bank reconciliation package to the attention of Ms. Marina Verba at the Bank Reconciliation Division via email to agencybankaccount@comptroller.nyc.gov. The form 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 Agency's Revenue Monitor for approval. Be sure to attach supporting documentation to the CRE.

Please have the breakdown of all such remissions (clearly stated as attachment) on the June bank reconciliation, and submit it to Ms. Marina Verba at the Bank Reconciliation Division.

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. Marina Verba by July 29, 2016:

- 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, 2016 bank statement.
- Bank reconciliation as of June 30, 2016.
- An accountability statement signed by the Agency Head or designee verifying the book balance in the account at June 30, 2016.

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 no longer be required, should be closed in accordance with the procedures established by the Bureau of Treasury, Department of Finance.

BANK ACCOUNTS AND INVESTMENTS REPRESENTATION

Date:

Ms. Marina Verba
Bank Reconciliation Division
Bureau of Accountancy
Office of the Comptroller
Municipal Building – Room 200 South
One Centre Street
New York, NY10007

Dear Ms. Verba:

We represent to you that the attached listing of bank accounts and schedule of investments at June 30, 2016 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.

