D. CAPITAL FUND GRANT REVENUE RECOGNITION
(Revenue Monitor Contact List is located on pages 27-29)
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Critical Date

- **June 13, 2016** – Distribution of REVPYA-001 report
- **June 24, 2016** - Submit Receivable Status Report
- **July 8, 2016** – Last date to enter June month 12 CREs into FMS Accounting (deposit date of 6/30/16 or earlier)
- **August 29, 2016** – Last date to enter Fiscal Year 2016 REs into FMS Accounting for Capital Fund billed Receivables that were not booked during the fiscal year at the point when the expenditure was incurred
- **September 16, 2016** – Last date to enter Fiscal Year 2016 UREs into FMS Accounting for Capital Fund Unbilled Receivables that were not booked during the fiscal year at the point when the expenditure was incurred

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 for the Capital Fund at the point when the Capital expenditure has been incurred, if the claim for reimbursement has been immediately submitted to the grantor to recognize revenue and establish a receivable.

**UREs** (Accruals of Unbilled Revenue) should be entered in FMS Accounting for the Capital Fund during the fiscal year as the Capital expenditure is incurred if the reimbursement has not yet been claimed to recognize revenue earned via reimbursable expenditures occurring by 6/30/16 but not yet billed to the grantor. Any Capital Fund URE that has not been booked by period 12 for Capital expenditures incurred throughout the fiscal year must be booked in period 13 by September 16, 2016.

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.**
NOTE:
During the months of July through October when two fiscal years are open, please avoid processing revenue realizations in the current year (FY 2017) for prior year (FY 2016) receivables. Month 13 will be open during this timeframe and should be used when processing these types of transactions.

To facilitate the review of revenue realization requests the Revenue Monitoring Unit has developed a template for requests which encompass multiple CRE or RE documents and multiple lines. A copy of the template can be found on page 19 and can be downloaded from the Comptroller's website. Any questions, please contact your revenue monitor.

Procedures and Documentation (URE or RE)

When processing a URE or RE in FMS, remember to include Agency contact name and phone number in the Document Description field. Attach supporting documentation to the URE or RE document, i.e. invoice, claim number, communications with grantor, etc. Ensure that the URE or RE document is being created using the same budget structure i.e. unit of appropriation, budget code, reporting category, etc. as the related expenditure.

To ensure all Fiscal Year 2016 Capital Fund receivables are booked to match the related Capital Fund expenditures the Revenue Monitoring Unit will distribute the Capital Fund Expenditures and Revenue CFEXRV-001 report to assist with this process. The report will be distributed July 29, 2016 and August 22, 2016. Agencies should review the report, determine what’s collectable and book receivable documents (RE or URE depending on whether the grantor has been billed) for expenditures listed with no matching revenue booked. The report will be distributed once again on September 12th after the Capital Projects Expenditures Automated Accrual cycle has been completed to capture any accrued expenditures for which a matching receivable should be booked. All Capital Fund receivables must be booked by September 16, 2016.

- Cash Receipts (CRE’s)
  All CRE’s for treasury account deposits brought to the bank June 30, 2016 or earlier should be entered in FMS Accounting by July 8, 2016. 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 2016 with period 12 on the Header to avoid possible misposting.

  After July 8, 2016 agencies must contact Revenue Staff at the Comptroller’s Office to receive credit for June deposits not entered in FMS Accounting by July 8th (see pages 27-29 for the Revenue Monitor 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.
To provide a sufficient audit trail for Capital Fund 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, unit of appropriation and reporting categories where the expenditure was charged, and FMS Accounting identification numbers of the supporting reimbursable expense documents.

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.

**Receivable Status Report for Fiscal Year 2016 Capital Fund Revenue**

The Comptroller's Office will be distributing via email the Month 13 REVPYA-001 report for the Capital Fund on September 2, 2016. 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 16, 2016**. 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 pages 27-29)

**NOTE:**
Open grant receivables and unapplied deferred revenue remains an ongoing issue due to lags in applying cash to open invoice documents. Every effort should be made to apply deferred revenue during the year-end closing process.
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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
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436 QUEENS COMMUNITY BOARD #6
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439 QUEENS COMMUNITY BOARD #9
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440 QUEENS COMMUNITY BOARD #10
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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
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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
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945 PUBLIC ADMINISTRATOR – RICHMOND COUNTY

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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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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