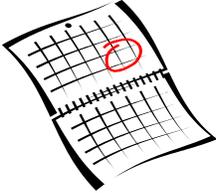


## A. AGENCY BANK ACCOUNTS AND INVESTMENTS

Marina Verba, Division Chief - Bank Reconciliation

E-mail: [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov)



**Critical Dates:**

- **July 1, 2020**- Electronic distribution of Active Bank Accounts Report
- **July 31, 2020** - Submit June Bank Reconciliations and completed Active Bank Accounts Report
- **July 31, 2020** - Agencies with Demand Accounts should submit J2I Document ID number with Reconciliation Package via email
- **August 31, 2020** - Submit July Bank Reconciliations

### 1. **Cash in Agency Bank Accounts**

The City is required to record the cash in Agency bank accounts within its financial statements. To accomplish this, we have prepared from our records a year-end report of your Agency's active bank accounts (Active Bank Accounts Report) for you to review and update (if needed). This report will be distributed to each Agency via email on July 1, 2020.

The format of the report has been slightly changed this year: *Book Balance at June 30* and *Comptroller Use Only* fields have been removed.

If the information we have provided on the form is incomplete or incorrect, please correct or update it by making the appropriate notation, and submit corrections via FTP or by email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) . 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 the account was opened and attach a copy of the letter requesting the opening of the account.

If a listed account has been closed please mark it "account closed" and indicate the date when it was closed; alternatively provide this information with the agencies email submission. 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 officially 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, 66 John Street, 12<sup>th</sup> Floor New York, N.Y. 10038 or via email at [BankAccounts@finance.nyc.gov](mailto:BankAccounts@finance.nyc.gov) .

### 2. **Bank Statements/Reconciliations**

Bank reconciliations must be prepared on a monthly basis for all Agency bank accounts. Refer to the simplified bank reconciliation template provided at the end of this section for guidance on submitting FY 2020 reconciliations.

Bank reconciliations (including reconciliations for the Imprest Fund) for the month of June 2020 should be submitted via FTP or email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) by July 31, 2020 to the attention of Ms. Marina Verba. In cases where bank reconciliations contain outstanding checks as of June 30, 2020, reconciliations for the month of July 2020 should be submitted by August 31, 2020. If there are checks still outstanding, submission of bank reconciliations for subsequent months are expected to be sent in, until all of the outstanding checks as of June 30, 2020 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, 2020. The name and the email address of the preparer must appear on the bank reconciliation or Active Bank Account Report. **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, 2020 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, 2020 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, 2020 must be reported to our office for each investment.

The following information must be provided via email in Excel format by July 31, 2020:

- Description of Investment
- Cost
- Maturity Value
- Fair Market Value at June 30, 2020
- 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 letter per Agency to be signed by the Commissioner or designee authorized by the Commissioner, stating that all the Agency's bank accounts and outstanding investments have been reported to the Comptroller's Office. Please complete the attached *Bank Accounts and Investments Representation* letter which can be downloaded from the Comptroller's website, and return it by July 31, 2020 via email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) or upload to the FTP along with the following documentation:

- Agency Active Bank Account Report
- Copies of bank statements and bank reconciliations as of June 30, 2020
- Outstanding checks lists (include: check number, date issued and amount of check)
- Outstanding check aging schedules
- Schedule of outstanding investments as of June 30, 2020

## 5. Agency Bank Account Information

For all new bank accounts opened during Fiscal Year 2020 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 2020 bank reconciliation package. Complete a separate form for each new bank account, and return the form along with the 2020 bank reconciliation package to the attention of Ms. Marina Verba at the Bank Reconciliation Division via email to [agencybankaccount@comptroller.nyc.gov](mailto: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 the Revenue Monitoring Unit at [revenue@comptroller.nyc.gov](mailto:revenue@comptroller.nyc.gov) 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 via email to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov).

## 7. Expense Demand Accounts

Agencies with **Expense Demand** Accounts (identified as "ED" on the Active Agency Bank Account report) must create a J2I entry in FMS Accounting to transfer charges to expenditures, not exhausted by the end of the Fiscal Year, from Fiscal Year 2020 to Fiscal Year 2021. For the purpose of calculating the J2I entry amount please use the ending **book** balance (that does not include the outstanding checks) from the reconciliation and add cash withdrawn from the account and not spent as of June 30, 2020. Correct budget and detail object codes need to be used when creating J2I entries in FMS Accounting.

The following items must be submitted in addition to the items listed in section #4 to [agencybankaccount@comptroller.nyc.gov](mailto:agencybankaccount@comptroller.nyc.gov) or via FTP to the attention of Ms. Marina Verba by July 31, 2020:

- J2I Document ID Number in the form of either a screenshot of the header page in FMS or a memo indicating the J2I document ID number.  
**Note: 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.**
- An accountability statement signed by the Agency Head or designee verifying the book balance in the account at June 30, 2020.

## 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**

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Date: \_\_\_\_\_

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

Dear Ms. Verba:

We represent to you that the attached listing of bank accounts and schedule of investments at June 30, 2020 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.**



CITY OF NEW YORK "AGENCY NAME" - "ACCOUNT NAME"  
 BANK NAME  
 ACCOUNT NUMBER  
 ACCOUNT RECONCILIATION  
 30-Jun-20

<b>BEGINNING BOOK BALANCE (06/01/2020)</b>		<b>\$0.00</b>
<b>ADD:</b>		
✓ (1) June Cash Receipts	\$0.00	
✓ (2) BANK INTEREST	\$0.00	
✓ (3) VOID/STOPPED CHECK	<u>\$0.00</u>	
Sub-total:		\$0.00
<b>SUBTRACT</b>		
✓ (4) June Disbursements	\$0.00	
✓ (5) BANK CHARGES	\$0.00	
✓ (6) NSF CHECKS DEPOSIT	<u>\$0.00</u>	
Sub-total:		<u>\$0.00</u>
<b>ENDING BOOK BALANCE (06/30/2020)</b>		<b><u>\$0.00</u></b>
 <b>ADJUSTMENTS TO THE ENDING BOOK BALANCE:</b>		
<b>ADD:</b>		
✓ (7) OUTSTANDING CHECKS (UNPRESENTED)	<u>\$0.00</u>	
Sub-total:		<u>\$0.00</u>
<b>ADJUSTED BOOK BALANCE (06/30/2020)</b>		<b><u>\$0.00</u></b>
 <b>BALANCE AS PER BANK STATEMENT (06/30/2020)</b>		
<b>ADD</b>		
(8) DEPOSIT IN TRANSIT		\$0.00
(9) CASH ON HAND		<u>\$0.00</u>
<b>ADJUSTED BANK BALANCE (06/30/2020)</b>		<b><u>\$0.00</u></b>
 <b>Difference in Reconciliation (must be \$0 zero)</b>		 <b>\$0.00</b>

Prepared by (print) _____		Reviewed by (print) _____
Title : _____		Title : _____
Signature (preparer) _____		Signature (reviewer) _____
Date : _____		Date : _____

- References:
- (1) Funds received in books
  - (2) Interest received from bank
  - (3) Checks written but subsequently stopped or voided
  - (4) Checks written
  - (5) Bank service charges
  - (6) Checks received, recorded in your books, deposited in bank, but subsequently returned by bank for reasons
  - (7) Checks written by agency, payee has not cashed the checks
  - (8) Checks written to agency, recorded in your books, but not yet cleared in the bank
  - (9) Cash withdrawn from the account and not yet spent

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