

C. GENERAL/CAPITAL FUND REVENUE RECOGNITION

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Critical Dates



- **July 2, 2020** – Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/30/20 or earlier)
- **July 8, 2020** – Distribution of Month 12 REVPYA-001 report
- **July 10, 2020**– Last date to enter “Cash Basis” Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2020
- **July 24, 2020** – Submit Fiscal Year 2020 Period 12 Revenue Reconciliation and Receivable Status Reports
- **July 31, 2020** – Distribution of CFEXRV-001 report
- **August 28, 2020** – Distribution of FMS Accounting Period 13 REVSMA-001 and REVPYA-001 reports (if applicable) and certification letter
- **September 11, 2020** – Last date to enter Fiscal Year 2020 Billed and Unbilled Receivable documents (REs/UREs), as well as any Fiscal Year 2020 adjustments into FMS Accounting
- **September 11, 2020** – Submit Fiscal Year 2020 Period 13 Revenue Reconciliation and Receivable Status Reports and return Certification Letter

1. Cash Basis Revenue- General Fund Only

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, 2020** to be included in the CAFR as Fiscal Year 2020 revenue.

For such receipts received by June 30, 2020 but deposited between July 1, 2020 through July 10, 2020, a **J2D document must be prepared in fiscal year 2021**, to move cash revenue recognition from Fiscal Year 2021 to Fiscal Year 2020. Deposit tickets and bank receipts must be attached to the J2D document as supporting documentation. The Comptroller’s Office will not approve J2D documents that do not have supporting documentation attached to them.

NOTE:



- A J2D should be prepared only for those FMS Accounting revenue items flagged as “Cash Basis” and received in Fiscal Year 2020 (on or before June 30, 2020), but deposited in Fiscal Year 2021 (after June 30, 2020). **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 J2D Document.
- Agencies without FMS Accounting access can request assistance by contacting Vincenzo Lopes by email revenue@comptroller.nyc.gov.



NOTE:

During the months of July through September when two Fiscal Years are open, please avoid processing revenue realizations in the current year (FY 2021) for prior year (FY 2020) receivables. Period 13 will be open during this timeframe and should be used to process these types of transactions.

- 2. 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 Receivables) 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 to recognize revenue earned via reimbursable expenses occurring by 6/30/20 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.

Procedures and Documentation

- **Billed Receivables (RE)**

Billed Receivables (RE) are 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 2020 should be entered into FMS Accounting no later than September 11, 2020. Include Agency contact name, phone number and email address in the Document Description field. Attach supporting documentation to the RE document, i.e. invoice, claim number, etc.

- **Accrual of Unbilled Revenue (URE)**

All UREs must be entered by September 11, 2020.

Agencies must enter a URE for their estimate of unbilled revenue for Fiscal Year 2020. Use the URE extended description field on the accounting line to explain how the estimate was calculated. Include Agency contact name, phone number and email address 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.

To ensure all Fiscal Year 2020 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 on **July 31, 2020**. 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. All Capital Fund receivables must be booked by **September 11, 2020**.

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 at the end of this section and can be downloaded from the Comptroller's website. Any questions, please contact the Revenue Monitoring Unit at revenue@comptroller.nyc.gov.

▪ **Cash Receipts (CRE's)**

All CRE's for treasury account deposits brought to the bank on June 30, 2020 or earlier should be entered in FMS Accounting by July 2, 2020.

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 2020 with period 12 on the Header to avoid possible misposting. Remember to attach the deposit ticket and bank receipt to the cash receipt as supporting documentation.

After July 2, 2020 Agencies must contact the Revenue Monitoring Unit at the abovementioned email address to receive credit for June deposits not entered in FMS Accounting by July 2nd. **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 General Fund grant revenue, please:

- **Attach supporting documentation to the FMS Accounting 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 Accounting Agency Level 3 worklist. If agencies do not have the ability to approve their own documents, they must request approval from the Revenue Monitoring Unit. Agencies must frequently review their revenue documents in the Agency Level 3 worklist to ensure all of their documents have been approved.

Agency Sign-Off and Reconciliation of Fiscal Year 2020 Revenue

The FMS Accounting REVSMA-001, REVPYA-001 and AGOADV-001 reports should be used to facilitate the final review of your Agency's Fiscal Year 2020 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 the Revenue Monitoring Unit by September 11, 2020. Any adjustments should be submitted along with the signed certification statement.

The Comptroller's Office must receive your Period 12 REVSMA-001 reconciliation and REVPYA-001 status reports by July 24, 2020. The Fiscal Year 2020 Period 12 closes July 10th; the FMS Accounting reports should be available by July 13th, allowing approximately two weeks to prepare your submission.

The Comptroller's Office must receive your Period 13 REVSMA-001 reconciliation and REVPYA-001 status reports by September 11, 2020. The last day to enter Period 13 transactions for Fiscal Year 2020 is September 11, 2020. The FMS Accounting REVSMA-001 and REVPYA-001 reports showing activity through Period 13 and an accompanying certification letter will be emailed to the agencies on August 28, 2020 from the Revenue Monitoring Unit allowing just two weeks for preparing your submission.



NOTE:

Open grant receivables and unapplied deferred revenue remains an ongoing issue due to lags in applying cash to open receivable documents. Every effort should be made to apply deferred revenue during the year-end closing process.

Open receivables or deferred revenue not explained in the status reports will be moved to Fiscal Year 2020 miscellaneous revenue. The year-end status report should include explanations for any deferred revenue aged over sixty days.

REVENUE REALIZATION WORKSHEET

Name:

FY: 2020

Date of Request:

Phone Number:

Email:

Request :Clearing of two CRE documents

CASH RECEIPT (CRE)	Billed Receivable (RE)	Total RE Cleared Amount
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Request #	Dep.	ID	Original Acct Line #	New Acct Line #	RE Budget Fiscal Year to Clear	Ref Doc Dept.	Budget Code	Revenue Source	RE Doc ID	RE Ref Acct Line #	Ref Type (partial/final)	Amount	
1	015	NYS19SEP1234	2	5	2018	015	6770	03008	2018RM S1234	1	Final	\$ 4,039.96	
	015	NYS19SEP1234	3	6	2018	015	6770	03008	2018RM S1234	2	Final	\$10,702.70	
	015	NYS19SEP1234	4	7	2018	015	6770	03008	2018RM S1234	3	Partial	\$ 7,520.61	\$22,263.27
2	015	NYS19DEC1234	3	5	2018	015	6770	03008	2018RM S5678	3	Partial	\$ 5,768.49	
	015	NYS19DEC1234	4	6	2018	015	6770	57000	2018RM S5678	4	Final	\$ 804.66	\$ 6,573.15

Note: Before submitting your request, please confirm all the detail information from Document Catalog
Skip a line between each RE or CRE document

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

**RECONCILIATION OF CASH BASIS REVENUE AS OF
JUNE 30, 2020**

AGENCY NAME:
AGENCY CODE:
BUDGET CODE NAME:
BUDGET CODE NO.:
REVENUE SOURCE NAME:
REVENUE SOURCE NO.:
PERIOD/MONTH: 12 (JUNE 2020)

	MONTHLY	YTD
BALANCE PER FMS ACCOUNTING (Period 12) REVSMA-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, CONTACT THE REVENUE MONITORING UNIT AT revenue@comptroller.nyc.gov

* ATTACH SCHEDULE IF NECESSARY

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**RECONCILIATION OF CASH BASIS REVENUES
(GENERAL FUND ONLY)**

<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 2020.
C	Deposits made June 30 th or prior which are still on the FMS Accounting Document Catalog or have been misapplied. Contact 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, 2020**

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

GRANT/PROGRAM NAME:	
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<u>REVENUE</u> FISCAL YEAR-TO-DATE REVENUE RECOGNIZED PER FMS ACCOUNTING (REV SMA-001 REPORT OR BQ93LV1 INQUIRY SCREEN FOR GENERAL FUND) ADD: RE's OR URE's IN TRANSIT * ADD: RE OR URE INCREASES * LESS: RE OR URE DECREASES * ADJUSTED REVENUE RECOGNIZED BY FMS ACCOUNTING (FORMULA) REVENUE EARNED PER AGENCY RECORDS ** <u>RECEIVABLES</u> BALANCES PER FMS ACCOUNTING REPORT AGOURE-001 (URE's) * BALANCES PER FMS ACCOUNTING REPORT AGORCV-001 (RE's) * TOTAL RECEIVABLE PER FMS ACCOUNTING (FORMULA) RECEIVABLE PER AGENCY RECORDS ** (AS OF REPORT DATE) <u>ADVANCES</u> BALANCES PER FMS ACCOUNTING REPORT AGOADV-001 (CREs UNAPPLIED) ADVANCE BALANCE PER AGENCY RECORDS ** (AS OF REPORT DATE)		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, CONTACT THE REVENUE MONITORING UNIT AT revenue@comptroller.nyc.gov

* ATTACH LIST OF DOCUMENTS

** ATTACH SCHEDULE RECONCILING DIFFERENCES BETWEEN AGENCY RECORDS AND FMS ACCOUNTING.

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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	Billed Receivables (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 2019 AND OLDER RECEIVABLES AS OF JUNE
30, 2020**

For each item on the REVPYA-001 report for BFY 2019 or earlier, please explain your Agency's activity in 2020, using the illustrative sample below:

BFY	AGCY	BUDCO	REVSRC	BILLED
2018	002	0421	29978	\$381,004
STATUS= STILL A GOOD RECEIVABLE (COLLECTIBLE)				
ACTIVITY= Grantor said on 6/15/20 in a telephone conversation that the audit is now complete and payment is expected in September 2020.				