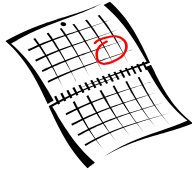


### C. GENERAL/CAPITAL FUND REVENUE RECOGNITION

Minyu Chen, Unit Chief - Revenue Monitoring

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

#### Critical Dates



- **June 28, 2024** – Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/28/24 or earlier)
- **July 5, 2024**– Last date to enter “Cash Basis” Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2024
- **July 26, 2024** – Distribution of CFEXRV-001 report
- **August 23, 2024** – Distribution of FMS Accounting Period 13 REVSMA-001, REVPYA-001 and AGOADV-001 reports (if applicable) and certification letter
- **September 6, 2024** – Last date to enter Fiscal Year 2024 Billed and Unbilled Receivable documents (REs/UREs), as well as any Fiscal Year 2024 adjustments into FMS Accounting
- **September 13, 2024** – Submit Fiscal Year 2024 Period 13 Revenue Reconciliation and Receivable Status Reports with 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 28, 2024** to be included in the Annual Report as Fiscal Year 2024 revenue.

##### ▪ Cash Receipts (CRE's)

All CRE's for treasury account deposits brought to the bank on **June 28, 2024 or earlier** should be entered in FMS Accounting by **June 28, 2024**.

#### NOTE:



- **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; enter the FY and BFY as 2024 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

For such cash receipts received by **June 30, 2024** but deposited between **July 1, 2024** through **July 5, 2024**, a J2D document must be prepared in **Fiscal Year 2024**, to move cash revenue recognition from **Fiscal Year 2025** to **Fiscal Year 2024**. 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 2024 (on or before June 30, 2024), but deposited in Fiscal Year 2025 (after June 28, 2024). **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 Minyu Chen by email [revenue@comptroller.nyc.gov](mailto: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 2025) for prior year (FY 2024) 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.

▪ **Accrual of Unbilled Revenue (URE):**

Agencies must enter URE’s in FMS Accounting by **September 6<sup>th</sup>** for the estimate of unbilled revenue for Fiscal Year 2024 to recognize revenue earned via reimbursable expenses occurring by 6/30/24 but **not yet billed to the grantor.**

When creating a URE document, please do the following:

- In the Document Description field, include contact name, phone number and email address of the preparer;
- In the Extended Description field at the accounting line level, explain how the estimate was calculated (*if calculation is the same throughout the document, then include explanation in the Extended Description at the header level*);
- Attach pertinent **supporting documentation, to avoid delays in Comptroller’s Office approval:**

- For “Reimbursable Grant” revenue, include a schedule identifying the FMS Accounting documents for the associated expenditures. This should include the budget and object codes where the expenditure was charged, and any other additional support the agency deems necessary to justify the estimate.
- For “Fee for Service” revenue, include a schedule identifying the number of unbilled units of reimbursable services rendered multiplied by the reimbursement rate per unit. The agency must maintain documentation supporting the calculations of claimable amounts.

**\* Without adequate supporting documentation, the URE document will be rejected to allow the agency to attach sufficient support to enable document approval.**

- **Billed Receivables (RE)**

Agencies must enter a RE in FMS Accounting by September 6<sup>th</sup> to represent that the grantor was billed to recognize revenue and establish a receivable, as a way to notify the Office of the Comptroller that a claim has been filed with the grantor. **Do not wait until the funds are received to recognize revenue.**

When creating a RE document, please do the following:

- In the Document Description field, include contact name, phone number and email address of the preparer;
- If a URE was previously established for the revenue, that URE document **MUST** be referenced on the RE at the accounting line in order to close the URE to set up the receivable as the next document in the revenue chain;
- **Attach pertinent supporting documentation to avoid delays in Comptroller's Office approval. For example, i.e. invoice, claim number, written correspondences with grantor, etc.**

**\* Without adequate supporting documentation, the RE document will be rejected to allow the agency to attach sufficient support to enable document approval.**

**All UREs and REs must be entered into FMS Accounting no later than September 6, 2024.**

**NOTE:**



To avoid having open receivables remain outstanding in FMS Accounting for long periods of time, agencies must always reference between documents. The Revenue chain is as follows:

**URE → RE → CRE. Reference the URE on a RE and reference an RE on a CRE to close out the referenced document.**

- **General Fund Revenue Modifications (URE/RE):**

When modifying a prior year URE or RE, agencies **MUST** do the following:

- Use the Description/Extended Description fields to explain the reason for the adjustment.
- Attach any pertinent documentation to the URE/RE to justify the modification.

**\* Without adequate supporting documentation, the modified document will be rejected to allow the agency to attach sufficient support to enable document approval.**

Under the City's GAAP budget rules, adjustments made to prior closed fiscal years affect the current fiscal year, with reductions to previous receivables potentially opening a gap unless offset by reductions to previously accrued expenses or increases to the current year's expected revenues (through recognition of unapplied cash advances or funding swaps). As such, in addition to providing the required supporting documentation, agencies should consult with their OMB Task Force representative to ensure that necessary offsets are concurrently reviewed and submitted for processing in FMS.

- **Capital Fund Receivables**

To ensure all Fiscal Year 2024 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 26, 2024**. Agencies should review the report and determine what's collectable and book receivable documents (RE or URE depending on whether or not the grantor has been billed) for expenditures listed with no matching revenue booked. All Capital Fund receivables must be booked by **September 6, 2024**.

### 3. Agency Sign-Off and Reconciliation of Fiscal Year 2024 Revenue

Throughout the fiscal year FMS Accounting REVSMA-001, REVPYA-001, AGOADV-001 and CFEXRV-001 reports should be used monthly to facilitate the review of your Agency's Fiscal Year 2024 revenue, receivable and advance totals. The reports can be run via FMS's InfoAdvantage platform (see *Appendix I for instructions on how to run the reports*).

**The last day to enter Period 13 transactions for Fiscal Year 2024 is September 6, 2024.**

The FMS Accounting REVSMA-001 and REVPYA-001 reports showing activity through Period 13 and AGOADV-001 showing open advances, along with the accompanying certification letter (see page 23) will be emailed on **August 23, 2024** from the Revenue Monitoring Unit allowing agencies two weeks for preparing your submission. **The accompanying certification statement must be signed by the Agency Head, (i.e. Commissioner, Fiscal Officer, Director or authorized designee)** indicating agreement with the FMS reports numbers and Agency's internal records and returned to the Revenue Monitoring Unit by September 13, 2024. Any adjustments should be submitted along with the signed certification statement.

**NOTE:**



- The certification package which includes your Agency General and Capital Funds Revenue and Receivable signoff, is due no later than September 13, 2024. **The Certification package must correspond to the agencies final reported revenue for the fiscal year end.**
- It's important that all open receivables include an explanation on the REVPYA status submission with regard to the anticipated receipt of funds, to aid the Revenue Monitoring Unit with follow-up throughout the year.
- 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.
- The AGORCV-001 and the AGOURE-001 reports, which provide useful information on outstanding receivables, are not included in the certification package. However, agencies can utilize these reports to review certification package reports, as they are highly beneficial. The reports can be run via FMS's InfoAdvantage platform. (see *Appendix I for instructions on how to run the reports*).

## RECONCILIATION OF CASH BASIS REVENUE WORKSHEET

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### RECONCILIATION OF CASH BASIS REVENUE AS OF JUNE 30, 2024

AGENCY NAME:
AGENCY CODE:
BUDGET CODE NAME:
BUDGET CODE NO.:
REVENUE SOURCE NAME:
REVENUE SOURCE NO.:
PERIOD/MONTH: 12 (JUNE 2024)

	MONTHLY	YTD
BALANCE PER FMS ACCOUNTING (Period 12) REV SMA-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](mailto:revenue@comptroller.nyc.gov)

\* ATTACH SCHEDULE IF NECESSARY

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

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

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<b><u>Letter</u></b>	<b><u>Explanation</u></b>
<b>A</b>	The total revenue earned for the Agency, budget code and revenue source per FMS Accounting report.
<b>B</b>	Revenue collected by an Agency by June 30 <sup>th</sup> or prior but deposited July 1 <sup>st</sup> or later. These deposits now require a Cash Transfer Journal Entry (J2D) to transfer the revenue back to Fiscal Year 2024.
<b>C</b>	<b>Deposits</b> made June 28 <sup>th</sup> 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.
<b>D &amp; E</b>	The adjusted balance should now equal the Agency's records.
<b>F</b>	Date reconciliation was prepared.
<b>G</b>	Print name and sign.
<b>H</b>	Title of "G".
<b>I</b>	Address of "G".
<b>J</b>	Telephone number.
<b>K</b>	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).**

## FY 2024 AGENCY GENERAL AND CAPITAL FUNDS REVENUE & RECEIVABLE SIGN-OFF

THIS SIGN-OFF IS YOUR AGENCY VERIFICATION OF THE FY 2024 FINANCIAL DATA SOON TO BE PUBLISHED.  
 REPORT TOTALS REPRESENT THE REVENUE DOCUMENTS YOUR AGENCY PROCESSED IN FMS AS OF 8/23/2024, MONTH 13

**INCLUDED ARE:**

- A) **CWA-REVSMA-001** REPORT SHOWING YOUR AGENCY'S REVENUE INFO FOR FY 2024
- B) **CWA-REVPYA-001** REPORT SHOWING YOUR AGENCY'S PRIOR YEAR RECEIVABLES AS OF 6/30/24
- C) **CWA-AGOADV-001** REPORT SHOWING YOUR AGENCY'S ADVANCES (GRANTOR PAYMENTS NOT YET EARNED OR APPLIED)
- D) **CWA-CFEXRV-001** REPORT SHOWING YOUR AGENCY'S CAPITAL FUND RECEIVABLES AS OF 6/30/2024

PLEASE COMPARE THE INFORMATION ON EACH REPORT WITH YOUR AGENCY RECORDS.

YOUR SIGNATURE BELOW MEANS:

A) YOUR AGENCY AGREES WITH 2024 REVENUE AMOUNTS FROM THE CWA-REVSMA-001, OR HAS SUBMITTED A NEW TOTAL AND LIST OF ITEMS CURRENTLY ON DOCUMENT CATALOG THAT WILL BRING FMS TO AGREEMENT WITH AGENCY NUMBERS (NO BANK DEPOSITS ARE LOST AND ALL GRANT REVENUE EARNED HAS BEEN RECOGNIZED)

B) YOUR AGENCY AGREES WITH PRIOR YEAR REVENUE RECEIVABLE AMOUNTS ON THE CWA-REVPYA-001 (AGENCY OPEN BILLED AMOUNTS HAVE NOT YET BEEN REIMBURSED AND ARE STILL EXPECTED - RE DOCUMENTS) (UNBILLED AMOUNTS ARE STILL VALID AND WILL BE BILLED IN THE FUTURE - URE DOCUMENTS)

C) YOUR AGENCY AGREES WITH CWA-AGOADV-001 ADVANCE TOTAL (CONFIRMING NYC HAS NOT YET EARNED ADVANCE FUNDS AND THEY ARE CORRECTLY CARRIED AS A NYC LIABILITY)

D) YOUR AGENCY AGREES WITH CWA-CFEXRV-001 CAPITAL FUND RECEIVABLES AMOUNTS AND CONFIRMS THAT RECEIVABLES ARE PROCESSED FOR THE EXPENDITURES THAT ARE ELIGIBLE FOR GRANT REIMBURSEMENTS WITH NO MATCHING REVENUE POSTED (AGENCY OPEN BILLED AMOUNTS HAVE NOT YET BEEN REIMBURSED AND ARE STILL EXPECTED - RE DOCUMENTS) (UNBILLED AMOUNTS ARE STILL VALID AND WILL BE BILLED IN THE FUTURE - URE DOCUMENTS)

AGENCY/DEPT # \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

FISCAL OFFICER NAME (PRINT) \_\_\_\_\_

FISCAL OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please sign and return to the Revenue Monitoring Unit by 9/13/24:

[Revenue@comptroller.nyc.gov](mailto:Revenue@comptroller.nyc.gov)

Please put your agency/dept code in the subject line of the email. Thank you.

AGENCY'S ARE NOT REQUIRED TO DOWNLOAD THIS FORM. THIS WILL BE PROVIDED IN THE AUGUST 23, 2024 EMAIL