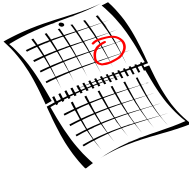


**C. GENERAL/CAPITAL FUND REVENUE RECOGNITION**

Minyu Chen, Unit Chief - Revenue Monitoring

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**Critical Dates**

- **June 30, 2026** – Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/30/26 or earlier)
- **July 10, 2026**– Last date to enter “Cash Basis” Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2026
- **August 21, 2026** – Distribution of Fiscal Year 2026 Agency Revenue Sign-Off Certification Letter
- **September 4, 2026** – Last date to enter Fiscal Year 2026 Billed and Unbilled Receivable documents (REs/UREs), as well as any Fiscal Year 2026 adjustments into FMS Accounting
- **September 11, 2026** – Submit Fiscal Year 2026 Revenue Certification Package

**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, 2026** to be included in the Annual Report as Fiscal Year 2026 revenue.

▪ **Cash Receipts (CRE’s)**

All CRE’s for treasury account deposits brought to the bank on June 30, 2026 or earlier should be entered in FMS Accounting by June 30, 2026.



**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 2026 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, 2026 but deposited between July 1, 2026 through July 10, 2026, a J2D document must be prepared in Fiscal Year 2026, to move cash revenue recognition from Fiscal Year 2027 to Fiscal Year 2026. 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 2026 (on or before June 30, 2026), but deposited in Fiscal Year 2027 (after June 30, 2026). **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 2027) for prior year (FY 2026) 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 4<sup>h</sup>** for the estimate of unbilled revenue for Fiscal Year 2026 to recognize revenue earned via reimbursable expenses occurring by 6/30/26 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 4<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 4, 2026.**

**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**

Please comply with OMB guidance for capital project receivable and expense.

### 3. Agency Sign-Off and Reconciliation of Fiscal Year 2026 Revenue

Throughout the fiscal year FMS Accounting REVSMA-001, REVPYA-001, and AGOADV-001 reports should be used monthly to facilitate the review of your Agency’s Fiscal Year 2026 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 2026 is September 4, 2026.** Agencies will receive Fiscal Year 2026 Agency Revenue Sign-Off Certification Letter on **August 21, 2026**. Agencies will be required to run the REVSMA-001, REVPYA-001, and AGOADV-001 reports once all FY 2026 revenue, prior-year receivables, and advances have been finalized for year-end and return these reports, along with a signed Certification Letter to the Revenue Monitoring Unit by **September 11, 2026**. **The accompanying certification letter 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.

**Before including the REVPYA-001 report in the certification package, agencies are required to add an additional column explaining why each receivable remains outstanding.** (see below)

<u>Fiscal</u> <u>Year</u>	<u>Fund</u>	<u>Sub-</u> <u>Fund</u>	<u>BFY</u>	<u>Department</u>	<u>Revenue</u> <u>Category</u>	<u>Budget</u> <u>Code</u>	<u>Revenue</u> <u>Source</u>	<u>Beginning</u> <u>Balance</u>	<u>Adjustment</u> <u>Amount</u>	<u>Collected</u> <u>Earned</u> <u>Revenue</u>	<u>Ending Balance</u>	<u>Unbilled</u> <u>Earned</u> <u>Revenue</u>	<u>Billed Balance</u>	<u>Appropriation</u> <u>Unit</u>	<u>Agency Comment/Explanation</u>
2026	001		2026	056	25	1900	04028	103,928.88	-45,688.16		58,240.72	0.00	58,240.72		
2026	001		2026	056	25	E999	03304	1,643,602.67			1,643,602.67	1,643,602.67			
2026	001		2025	056	27	7436	43900	2,271.55			2,271.55		2,271.55		
2026	001		2020	056	25	1900	04028	149,843.84	-11,125.07		138,718.77	0.00	138,718.77		
2026	001		2018	056	25	E999	03304	127,569.12			127,569.12	127,569.12			
2026	001		2018	056	25	E999	03305	8,540.51			8,540.51	8,540.51			
2026	001		2018	056	26	4007	19929	1,044,931.68			1,044,931.68	0.00	1,044,931.68		
2026	001		2018	056	26	5606	30906	8,274.26			8,274.26		8,274.26		
2026	001		2018	056	27	0055	43900	867.89			867.89		867.89		

**NOTE:**



- The certification package which includes your Agency General and Capital Funds Revenue and Receivable signoff, is due no later than September 11, 2026. **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 remain 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 can be utilized 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, 2026

AGENCY NAME:
AGENCY CODE:
BUDGET CODE NAME:
BUDGET CODE NO.:
REVENUE SOURCE NAME:
REVENUE SOURCE NO.:
PERIOD/MONTH: 12 (JUNE 2026)

	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)

THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE.

ALTHOUGH SUBMISSION OF THIS FORM IS NOT REQUIRED, COMPLETION OF THE WORKSHEET IS STRONGLY ENCOURAGED FOR INTERNAL RECORDKEEPING PURPOSES.

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

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<u>Letter</u>	<u>Explanation</u>
<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 2026.
<b>C</b>	<b>Deposits</b> made June 30 <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).**

THIS SIGN-OFF IS YOUR AGENCY VERIFICATION OF THE FY 2026 FINANCIAL DATA SOON TO BE PUBLISHED.

PLEASE INCLUDE THE FOLLOWING REPORTS WITH THE CERTIFICATION LETTER:

- A) **CWA-REVSMA-001** REPORT SHOWING YOUR AGENCY'S REVENUE INFO FOR FY 2026
- B) **CWA-REVPYA-001** REPORT SHOWING YOUR AGENCY'S PRIOR YEAR RECEIVABLES AS OF 6/30/26
- C) **CWA-AGOADV-001** REPORT SHOWING YOUR AGENCY'S ADVANCES (GRANTOR PAYMENTS NOT YET EARNED OR APPLIED)

COMPARE THE INFORMATION ON EACH REPORT WITH YOUR AGENCY RECORDS.

YOUR SIGNATURE BELOW MEANS:

A) YOUR AGENCY AGREES WITH 2026 REVENUE AMOUNTS FROM THE CWA-REVSMA-001

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 COMPLIED WITH OMB GUIDANCE FOR CAPITAL RECEIVABLES AND EXPENSE

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

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

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

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

Please sign and return to the Revenue Monitoring Unit by 9/11/26:

[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 21, 2026 EMAIL