



**THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
BUREAU OF ACCOUNTANCY**

**FISCAL YEAR-END CLOSING INSTRUCTIONS
FOR THE FISCAL YEAR ENDING
JUNE 30, 2024**

**BRAD LANDER
COMPTROLLER**



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
BRAD LANDER

JACQUELINE THOMPSON
DEPUTY COMPTROLLER FOR
ACCOUNTANCY

BUREAU OF ACCOUNTANCY

June 6, 2024

TO: All Agency Heads/Fiscal Officers

FROM: Jacqueline Thompson *JT*

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2024

It's that time of the year again when we need your help to make the fiscal year end close, successful. Thanks to your cooperation, hard work and due diligence meeting the deadlines last year, The City is expected to once again, for the 44th consecutive year, receive the Government Finance Officers Association Achievement for Excellence in Financial Reporting for the fiscal year end June 30, 2023 ACFR. Receiving this award is always a great accomplishment, and we look forward to receiving it again for this year's ACFR.

Attached are the Fiscal Year End Closing Instructions for the fiscal year ending June 30, 2024. Please forward these instructions to all appropriate members of your staff and ask that they familiarize themselves with the contents. Also note that the instructions and all referenced forms can be found on the Comptroller's Website: <http://comptroller.nyc.gov/general-information/fiscal-year-end-closing-instructions>. As always, the Bureau of Accountancy is available to answer all of your questions and provide whatever guidance is needed to aid you in meeting the fiscal year end deadlines mentioned within this booklet.

In addition to the deadlines throughout these instructions, completion of the Citywide Financial Audit and Single Audit are equally as important. Therefore, your cooperation with the City's independent certified public accountant firm Grant Thornton, LLP, would be greatly appreciated. When audit testing intensifies during the fall season, we're asking for your full cooperation and immediate responses to all audit requests. As done in prior years, supporting documentation in electronic format is acceptable; however, if you experience difficulties contact our office for assistance.

If you or your staff require any assistance or would like guidance or perhaps an alternative approach to meeting the deadlines, please don't hesitate to contact us for support. The contact information for the Bureau of Accountancy fiscal year end instructions team members can be found immediately after this letter.

Thank you in advance for your Agency's attention and efforts in support of this critical effort.

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BUREAU OF ACCOUNTANCY DIRECTORY

MAILBOX NAME	INQUIRIES RELATED TO	EMAIL	CLOSING INSTRUCTION REFERENCE
Accrued Expenditures	Accrued Expenditures	AccruedExpenditures@comptroller.nyc.gov	Section D,E,F
AgencyBankAccount	Agency Bank Accounts	Agencybankaccount@comptroller.nyc.gov	Section A
Capital	Capital	Capital@comptroller.nyc.gov	Section H,I,J
Designated Funds	Designated Funds	designatedfunds@comptroller.nyc.gov	Section N
Imprest	Imprest Funds	imprest@comptroller.nyc.gov	Section B
Inventory	Inventory of Supplies	inventory@comptroller.nyc.gov	Section L
Lease Expenses	Lease Expense	lease_expenses@comptroller.nyc.gov	Section K
Lease Income	Lease Income	leaseincome@comptroller.nyc.gov	Section K
Ledger	Processing Journal Entries	ledger@comptroller.nyc.gov	Section M
Revenue	General & Capital Fund Revenue	revenue@comptroller.nyc.gov	Section C
Single Audit	Single Audit FEDAST reports or City SEFA	singleaudit@comptroller.nyc.gov	Section G

MAILBOX NAME	INQUIRIES RELATED TO	EMAIL
1042 Vendor	Foreign Vendors (W8's, substantial presence, 1042's)	1042vendor@comptroller.nyc.gov
Capital Contracts	Contract Registration & Fixed Assets	capitalcontracts@comptroller.nyc.gov
Condemnation	Condemnation process (encumbrances & additional documentation)	condemnation@comptroller.nyc.gov
CPA List	The Comptroller's CPA Pre-Qualified List	cpalist@comptroller.nyc.gov
Directives	Questions regarding Directives and/or the Waiver process	Directives@comptroller.nyc.gov
FMSVendor	Vendor creation/modification documents in FMS Accounting; W-9's	FMSVendor@comptroller.nyc.gov
Held Checks	Inquiries related to held checks/ check pick up	heldchecks@comptroller.nyc.gov
PAFR	The Comptroller's Office Popular Annual Financial Report	PAFR@comptroller.nyc.gov
Reconciliations	Bank reconciliations for CPSS bank accounts	Reconciliations@comptroller.nyc.gov
Warrant Unit	Assistance with DRM, PHM & OD1 transactions	WarrantUnit@comptroller.nyc.gov
zze1099Info	1099 vendor inquiries or correction requests	1099Info@comptroller.nyc.gov
Accountancy	General assistance from the Bureau and 1098F Reporting	accountancy@comptroller.nyc.gov

If you have not received a response through email, please contact Accountancy general inquiries at: (212) 669-4440

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FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
May 20	Distribution of Lease Income Certification and Lease Income Reports via email	K
June 28	Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/30/24 or earlier)	C
30	Last date to receive goods and services for Fiscal Year 2024	D,F
July 01	Electronic distribution of Active Bank Accounts Reports	A
01	Start of period to pay "split payroll" within the Payroll Management System (PMS)	E
01	Return Lease Income Certification and Lease Income Report	K
05	Last date to process PRR1 as a FY 2024 voucher for goods and services received on or before June 30, 2024 with period 12	B
05	Last date to enter "Cash Basis" Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2024	C
05	Last date to enter Fiscal Year 2024 expenditure Payment Requests with Period 12	D,F
05	Distribution of R&D survey	G
05	Last Day to Report Lease Expense Discrepancies	K
05	Last date to process IETC documents in Period 12	M
06	Last FAIR process for Fiscal Year 2024	I
08	Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/23 thru 6/30/24	D
08	Start of review of Automated Accruals & Clearings	D,F
12	Last date to submit Accrual Clearings (ACL) for prior year accrued expenditure processed in Fiscal Year 2024	D,F
12	Last date to submit inventory report	L
13	First Encumbrance "Roll"	D
19	Submit Accountability Report via email	B
19	Return R&D Survey via email	G
19	Return Designated Fund Certification and Representation	N
26	Distribution of CFEXRV-001 report	C
26	Last day to process capital documents in FMS prior to Depreciation and Revaluation event in FMS.	I
31	Submit June Bank Reconciliations and completed Active Bank Accounts with Representation Letter	A
31	Agencies with Demand Accounts should submit J21 document ID number	A

FISCAL YEAR END CLOSING CALENDAR

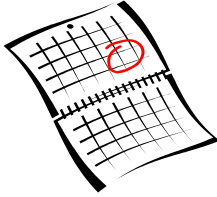
DATE	INSTRUCTIONS	SECTION
August 02	Last date to submit IETC documentation to Department of Environmental Protection (DEP) for review and processing	M
02	Submit Capital Assets Impairment Memo	J
03	Second Encumbrance "Roll"	D
09	End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	D,E,F
09	Last date to pay "split payroll" within the Payroll Management System	E
09	Last date to enter IETC documents in Period 13 without Comptroller override	M
10	Lapse all open encumbrances	D
12	Start of setup of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2024	D,E,F
16	Last date to submit IETC documentation to the Department of Education (DOE) for review and processing	M
23	Distribution of FMS Accounting Period 13 REVSMA-001, REVPYA-001, and AGOADV-001 reports (if applicable) and certification letter	C
23	End of Set up of manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2024	D,E,F
23	Last date to submit Accrual Clearings (ACL) for payrolls that are paid out of Fiscal Year 2024 funding	E
30	Submit July Bank Reconciliations	A
30	Last date to submit Capital Payment Request with service dates on or before June 30,2024	H
September 06	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	C
06	Last date to submit IETC documentation for review and approval	M
13	Submit Fiscal Year 2024 Period 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter	C
October 07	Distribution of FMS Accounting Report of Federal Awards	G
21	Return FMS Accounting Report of Federal Awards via email	G
31	Last day to submit vendor listing to support open accruals.	D
November 01	Start approving agency ACL Manual Accrual Clearings	D,E,F

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A. AGENCY BANK ACCOUNTS AND INVESTMENTS

Marina Verba, Division Chief - Bank Reconciliation

E-mail: agencybankaccount@comptroller.nyc.gov



Critical Dates:

- **July 1, 2024**- Electronic distribution of Active Bank Accounts Report
- **July 31, 2024** - Submit June Bank Reconciliations, and completed Active Bank Accounts Report with Representation letter
- **July 31, 2024** - Agencies with Demand Accounts should submit J2I Document ID number
- **August 30, 2024** - 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, 2024.

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 our File Transfer Portal (FTP) or by email to 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. Attach a copy of the final bank reconciliation, bank statement reflecting 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, 12th Floor New York, N.Y. 10038 or via email at 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 2024 reconciliations.

Bank reconciliations (including reconciliations for Imprest Funds) for the month of June 2024 should be submitted via FTP or email to agencybankaccount@comptroller.nyc.gov by July 31, 2024 to the attention of Ms. Marina Verba. **Please upload each reconciliation as a separate file with the last 4 digits of the account number as a file name.** In cases where bank reconciliations contain outstanding checks as of June 30, 2024, reconciliations for the month of July 2024 should be submitted by August 30, 2024. 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, 2024 have cleared the bank. **Please note that checks**

with an issuance date of over 180 days must be stopped with the bank and cancelled on the books; they cannot be carried on the reconciliation.

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, 2024. 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. Electronic signature is an acceptable form of certification.**

If your Agency bank statements are not normally prepared by the bank as of the end of the month, request a June 30, 2024 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, 2024 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, 2024 must be reported to our office for each investment.

The following information must be provided via email in Excel format by July 31, 2024:

- Description of Investment;
- Cost;
- Maturity Value;
- Fair Market Value at June 30, 2024;
- 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; and
- 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 Agency Head, (i.e. Commissioner, Fiscal Officer, Director or authorized designee), stating that all the Agency's bank accounts and outstanding investments have been reported to the Comptroller's Office. As mentioned above, electronic signature is acceptable. 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, 2024 via email to 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, 2024;
- Outstanding checks lists (include: check number, date issued and amount of check); and
- Schedule of outstanding investments as of June 30, 2024.

5. Agency Bank Account Information

For all new bank accounts opened during Fiscal Year 2024 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 2024 bank reconciliation package. Complete a separate form for each new bank account and return the form along with the 2024 bank reconciliation package to the attention of Ms. Marina Verba at the Bank Reconciliation Division via email to 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.

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 for approval. Be sure to attach supporting documentation to the CRE.

Please have the breakdown of all such remissions (clearly stated as an attachment) on the June bank reconciliation, and submit it to Ms. Marina Verba via email to 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 2024 to Fiscal Year 2025. 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, 2024. 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 or via FTP to the attention of Ms. Marina Verba by July 31, 2024:

- 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, (i.e. Commissioner, Fiscal Officer, Director or authorized designee) verifying the book balance in the account at June 30, 2024.

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

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, 2024 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.

Bank Reconciliation Template
CITY OF NEW YORK "AGENCY NAME" - "ACCOUNT NAME" "BANK NAME"
ACCOUNT NUMBER
ACCOUNT RECONCILIATION
JUNE 30, 2024

BEGINNING BOOK BALANCE (06/01/2024)		\$0.00
ADD:		
(1) June Cash Receipts	\$0.00	
(2) BANK INTEREST	\$0.00	
(3) VOID/STOPPED CHECK	<u>\$0.00</u>	
Sub-total:		\$0.00
SUBTRACT		
(4) June Disbursements	\$0.00	
(5) BANK CHARGES	\$0.00	
(6) NSF CHECKS DEPOSIT	<u>\$0.00</u>	
Sub-total:		<u>\$0.00</u>
ENDING BOOK BALANCE (06/30/2024)		<u>\$0.00</u>
 ADJUSTMENTS TO THE ENDING BOOK BALANCE:		
ADD:		
(7) OUTSTANDING CHECKS (UNPRESENTED)	<u>\$0.00</u>	
Sub-total:		<u>\$0.00</u>
ADJUSTED BOOK BALANCE (06/30/2024)		<u>\$0.00</u>
 BALANCE AS PER BANK STATEMENT (06/30/2024)		 \$0.00
ADD		
(8) DEPOSIT IN TRANSIT		\$0.00
(9) CASH ON HAND		<u>\$0.00</u>
ADJUSTED BANK BALANCE (06/30/24)		<u>\$0.00</u>
 Difference in Reconciliation (must be \$0 zero)		 \$0.00

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

References:

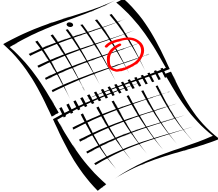
- (1) Funds received in books
- (2) Interest received from bank
- (3) Checks written but subsequently stopped or voided
- (4) Checks written
- (5) Bank service charges
- (6) Checks received, recorded in your books, deposited in bank, but subsequently returned by bank for reasons
- (7) Checks written 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.

B. IMPREST FUNDS

Mohammad Ibrahim

E-mail: imprest@comptroller.nyc.gov



Critical Dates

- **July 5, 2024** – Last date to process PRR1 as a FY 2024 voucher for goods and services received on or before June 30, 2024, with period 12
- **July 19, 2024**- Submit Accountability Report via e-mail

All Accountability Reports must be in compliance with **Comptroller’s Directive #3 Procedures for the Administration of Imprest Funds**, **Comptroller’s Directive #6 Travel, Meals, Lodging and Miscellaneous Agency Expense**, and prepared in accordance with the Comptroller’s Fiscal Year End Closing Instructions.

The Accountability Report permits the Bureau of Accountancy (BOA) to determine that all expenditures processed through Imprest Funds are recorded in the appropriate Fiscal Year and that all unexpended funds are transferred to the new Fiscal Year. All Imprest Fund expenditures are subject to a post-audit review performed by BOA at a later date.

All Accountability Reports and supporting documentation should be reviewed, signed and submitted **electronically** via e-mail to imprest@comptroller.nyc.gov **by no later than July 19, 2024**. Worksheets A through C can be downloaded from the Comptroller’s Website.

NOTE: PLEASE DO NOT MODIFY CELLS THAT CONTAIN FORMULAS WITHIN WORKSHEETS A THROUGH C.

Detailed instructions for completing the Accountability Report can be found at the end of this section. Please make sure to fill in all fields that are labeled as “Agency Entry” in Worksheet C. To assist with your preparation, use FMS Info Advantage report ID: **CWA-DLPRQS-001** for a detail listing of your expenditures. This report should be run on July 8, 2024 to ensure that it includes a complete listing of transactions for the Fiscal Year.

When processing a Fiscal Year 2024 PRR1 through July 5, 2024 the Agency must enter Period 12. For expenditures that were incurred during Fiscal Year 2024 but were not submitted for reimbursement in FMS Accounting prior to the cut-off date of July 5, 2024, your agency can process a PRR1 for those expenditures in FY 2024 using service from and to dates prior to June 30, 2024. To do so, please list the expenditures in Worksheet B.

REQUIRED ATTACHMENTS TO ACCOUNTABILITY REPORT

Please place a mark (X) in the highlighted areas to indicate that an attachment has been included with the Agency's Accountability Report.

Documentation:

- 1. Imprest Fund Renewal Memo (Attachment A).
- 2. Copy of bank statement as of June 30, 2024.
- 3. Copy of bank reconciliation as of June 30, 2024 signed by authorized bank reconciler.
- 4. Screenshot of J2I document ID and document total in FMS Accounting pending BOA approval (on Document Catalog pending approval).

BOA Approval of Accountability Reports

Once BOA has approved the Accountability Report and J2I, the Agency will be notified via e-mail.

WARNING: PRR1s from FY 2024 that were not processed as of July 5, 2024 will be posted against FY 2025 budget.

**FINAL ACCOUNTABILITY FOR IMPREST FUNDS –
FISCAL YEAR 2024**

**WORKSHEET C:
SUMMARY**

	CUSTODIAN NAME :	
	BANK RECONCILER'S NAME :	
	FILE NAME :	
	PHONE NUMBER :	
	DATE :	
ROW	DEPARTMENT CODE :	
C1	DEPARTMENT NAME :	
C2	IMPREST FUND NAME AND NUMBER :	

C3	AMOUNT OF FISCAL YEAR 2024 IMPREST FUND BALANCE		AGENCY ENTRY
C4	AMOUNT OF FISCAL YEAR 2024 EXPENDITURES (FMS INFOADVANTAGE REPORT)		AGENCY ENTRY
C5	TOTAL ITEMS-IN-TRANSIT (FROM WORKSHEET A, GRAND TOTAL)	\$ -	FORMULA
C6	CASH HELD BY AGENCY		AGENCY ENTRY
C7	RECONCILED CHECKBOOK BALANCE AT JUNE 30, 2024		AGENCY ENTRY
C8	*TOTAL CASH ON HAND FROM ROWS C5-C7 (AGENCY PREPARES J2I)	\$ -	(J2I) FORMULA (C5+C6+C7)
C9	9a DUE AGENCY - ROW C3 IS GREATER THAN LINE C8 OR	\$ -	FORMULA
	9b DUE COMPTROLLER'S OFFICE - ROW C8 IS GREATER THAN ROW C3	\$ -	FORMULA
C10	ITEMS PAID AFTER JUNE 30 AND REIMBURSEMENT PROCESSED AFTER JULY 5, 2024 (FROM WORKSHEET B, TOTAL)	\$ -	FORMULA

I am the custodian or bank reconciler of this Imprest Fund and I hereby certify that to the best of my knowledge, the attached Imprest Fund Accountability Report for Fiscal Year 2024 is accurate and complete.					
C11	<table border="0"> <tr> <td>CUSTODIAN'S SIGNATURE</td> <td>BANK RECONILER'S SIGNATURE</td> </tr> <tr> <td>TELEPHONE NO.</td> <td>TELEPHONE NO.</td> </tr> </table>	CUSTODIAN'S SIGNATURE	BANK RECONILER'S SIGNATURE	TELEPHONE NO.	TELEPHONE NO.
CUSTODIAN'S SIGNATURE	BANK RECONILER'S SIGNATURE				
TELEPHONE NO.	TELEPHONE NO.				

* J2I SHOULD BE PREPARED IN FMS ACCOUNTING AND ROUTED TO THE COMPTROLLER'S OFFICE AFTER THE APPROPRIATE AGENCY PERSONNEL HAVE APPROVED THE DOCUMENT.

PLEASE NOTE:
CELLS HIGHLIGHTED IN BLUE ARE FOR AGENCY ENTRY
CELLS HIGHLIGHTED IN YELLOW ARE FORMULA GENERATED AND PROTECTED TO AVOID AGENCY ENTRY.

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

CERTIFICATION INSTRUCTIONS FOR IMPREST FUND ACCOUNTABILITY REPORT

The Comptroller's Office Bureau of Accountancy (BOA) requests that all Agencies download the Imprest Fund Workbook from the Comptroller's Website.

1. Completed Accountability Report must be submitted electronically to imprest@comptroller.nyc.gov. The submission **must be sent by the custodian** of the Imprest Fund along with all of the required and necessary documentation.

Note: Do not send any hard copy submissions.

2. To ensure documents relating to Imprest Fund are identifiable, Agencies should create the Document ID beginning with "IMP2024". Period field in the header of the J2I should be left blank and level 3 approval should be applied.

Detailed Instructions:

WORKSHEET A

- Column A1: Input Vendor/Employee Name
- Column A2: Select Yes or No from the drop-down if check issued from Imprest Fund account after 6/30/24
- Column A3: Input PRR1 Document ID number
- Column A4: Input PRR1 Document Date
- Column A5: Input Check/EFT amount

Total will be carried forward to Worksheet C, Row C5

WORKSHEET B

- Column B1: Input Vendor/Employee Name
- Column B2: Input Check number
- Column B3: Input Check amount
- Column B4: Input PRR1 Document ID number

Total will be carried forward to Worksheet C, Row C10

WORKSHEET C

- Row C1: Input name of Agency.
- Row C2: Input name and number of the Imprest Fund.
- Row C3: Input the total amount of the Agency's Fiscal Year 2024 Imprest Fund authorized balance.
- Row C4: Input the total amount of the Agency's Fiscal Year 2024 Expenditures as per FMS InfoAdvantage Report, DLPRQS-001.
- Row C5: This amount will be automatically populated when you have completed Worksheet A.
- Row C6: Input the amount of cash on hand as of June 30, 2024 (i.e. petty cash).
- Row C7: Input the reconciled checkbook balance as of June 30, 2024
- Row C8: This amount is automatically calculated based on the entries in C5, C6 and C7. This amount should match your J2I document total in FMS Accounting.
- Row C9: Based upon the result calculated from Rows C3 and C8, the result will appear in Row 9a (A PRM1 should be prepared for the total amount in Row 9a) or 9b (A check should be cut for the overage, payable to the Comptroller's office).
- Row C10: For Comptroller's Reference.
- Row C11: The Custodian and the Bank reconciler should be indicated and must sign Worksheet C. Signed Worksheet C must be returned electronically with required signatures in PDF format.

ATTACHMENT A

IMPREST FUND RENEWAL MEMO

Date: ENTER DATE

TO: Mr. Amaid Ali, Division Chief – Financial Reporting

Financial Reporting Division
Bureau of Accountancy
Office of the Comptroller
One Centre Street – Room 200 South
New York, NY 10007

FROM: FILL IN NAME & TITLE

RE: Renewal of Imprest Funds 20FY

Agency Code:

Agency Name:

I am requesting renewal of account number ENTER LAST FOUR DIGITS OF ACCOUNT NO in the amount of: ENTER \$ AMOUNT

The purpose of this account:

ENTER JUSTIFICATION

E-MAIL

TELEPHONE

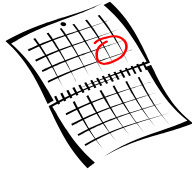
SIGNATURE

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

C. GENERAL/CAPITAL FUND REVENUE RECOGNITION

Minyu Chen, Unit Chief - Revenue Monitoring

E-mail: 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.



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 6th** 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 6th 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

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

* 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)**

<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 2024.
C	Deposits made June 28 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).

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

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

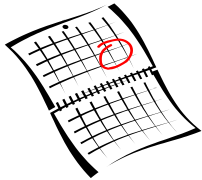
D. ACCRUED GENERAL FUND EXPENDITURES - OTPS

I Yan Fung, Unit Chief - Accrued Expenditures

E-mail: AccruedExpenditures@comptroller.nyc.gov

Critical Dates

- **June 30, 2024** – Last date to receive goods and services for Fiscal Year 2024
- **July 5, 2024** – Last date to enter Fiscal Year 2024 Expenditure Payment Request with Period 12
- **July 8, 2024** – Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/23 thru 6/30/24
- **July 8, 2024** – Start of review of Automated Accruals & Clearings
- **July 12, 2024** – **Last date to submit Accrual Clearings (ACL) for prior year accrued expenditures processed in Fiscal Year 2024**
- **July 13, 2024** – First Encumbrance “Roll”
- **August 3, 2024** – Second Encumbrance “Roll”
- **August 9, 2024** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 10, 2024** – Lapse all open encumbrances; No new Fiscal Year 2024 encumbrance document or increase to existing Fiscal Year 2024 encumbrances can be processed
- **August 12, 2024** – Start set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2024
- **August 23, 2024** – End of Set Up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2024
- **October 31, 2024** – Last date to submit vendor listing to support Open Accrual.



Note: The Critical dates for the Department of Environmental Protection year-end OTPS accruals have been issued under a separate cover

Overview

Financial control, is one of the primary goals of FMS Accounting, includes the establishment of budgetary control over “Other Than Personal Services” (OTPS) expenditures, such as supplies, materials, equipment and services. The New York City Charter establishes the legal budgetary control at the Unit of Appropriation level. The total of pre-encumbrances (requisitions), encumbrances (purchase orders and contracts) and expenditures should not exceed an Agency’s budget at the Unit of Appropriation level. FMS Accounting records commitments using requisitions to reserve funds prior to the issuance of encumbrances. Once an encumbrance has been entered in FMS Accounting, the requisition is cleared. When the Payment Request for encumbrance (PRN2 or PRC2) is accepted into FMS Accounting, the encumbrance is cleared by the payment request and a liability is recorded in FMS Accounting until it is liquidated by the issuance of a check by FMS Accounting.

Generally Accepted Accounting Principles (GAAP), requires that outstanding encumbrances at year-end not be recorded as expenditures. Therefore, if the goods or services referenced by an encumbrance have not been received by June 30, 2024, the encumbrance must “Roll” to the following Fiscal Year, with no expenditure charged against Fiscal Year 2024.

**It is a citywide policy that supporting documents such as invoice should be attached to PR documents in FMS when processing payment vouchers.
PROPER RECORDING OF EACH AGENCY'S EXPENDITURES IS CRITICAL TO THE ACCURATE REPORTING OF THE CITY'S FINANCIAL RESULTS OF OPERATIONS.**

The "Roll" of encumbrances occurs on July 13, 2024 and August 3, 2024. There should be no interruption of payments to vendors since all encumbrances will be available for processing in the appropriate Fiscal Year. **All Fiscal Year 2024 open encumbrances that are under \$25.00 at the accounting line level will be lapsed on August 10, 2024.**

1. Procedures

- Each Agency can access the FMS Accounting (AGOENC-002) report - Aged Open Agreements by Payee/Vendor in Info-Advantage on a monthly basis.
- Agencies should review this report each month and at year-end. Agencies should determine if the open items should be reduced or carried forward to Fiscal Year 2025.
 - Items referencing goods or services received by June 30, 2024 should be left open. These open items will be automatically rolled over to Fiscal Year 2025 if a Payment Request is not processed by August 9, 2024.
 - Items that have not been delivered by June 30, 2024, should be rolled and the expenditure will be charged to Fiscal Year 2025.
- Encumbrances must be established early enough in Fiscal Year 2024 to allow sufficient time for goods and services to be received by the June 30, 2024 cutoff date. Further, it is a violation of the City Charter, as well as the City's purchasing procedures, to place orders with a vendor prior to the acceptance of purchase orders or contracts into FMS Accounting.

2. Criteria for Fiscal Year 2024 Expenditures

- Goods and services received by June 30, 2024.
- Utilities and other services - for services received that span two Fiscal Years, **if the Payment Request is processed between July 1, 2024 and July 5, 2024, TWO Payment Requests should be entered into FMS Accounting, one indicating Fiscal Year 2024 charges (Period 12 entered in Accounting Period field) and one reflecting Fiscal Year 2025 charges (Accounting Period field left blank).**
For those invoices that span two Fiscal Years and are accepted in FMS Accounting after July 5, 2024, FMS Accounting will pro-rate the expenditures into the appropriate Fiscal Year indicated by the Service From/To dates recorded in the service date tab on the Accounting Line of a PR document.
- Program Contracts – Fiscal Year 2024 accruals for program contracts should be established for only those expenditures incurred through June 30, 2024. A program contract is between an Agency and a contractor or vendor to administer programs that provide both social and other governmental services.
- Audits/Evaluation Contracts - Estimated expenditures against contracts for audits, evaluations of programs or program Agency may be charged to Fiscal Year 2024 as long as the period being audited/evaluated is for Fiscal Year 2024. Accruals falling under this category will be accepted, even though, the audit is to be done in Fiscal Year 2024.

- Leases - If an Agency remains in possession of the premises after the expiration of a lease and prior to the lease being renegotiated, rental expenditures for the period between the lease expiration and June 30, 2024 must be accrued.
- Postage - Expenditures for postage, including postal meters and stamps should only be charged to Fiscal Year 2024 if the expenditure applies to items purchased (stamps) or meter amounts increased by June 30, 2024. The purchase of stamps or the increasing of meter amounts on or after July 1, 2024, is a Fiscal Year 2025 expenditure.
- Expenditures for periods of service received through June 30, 2024, for which contract amendments are awaiting approval, represent valid Fiscal Year 2024 expenditures and should be accrued.

3. Payment Request Processing in Fiscal Year 2024

Payment Requests should be promptly processed against contracts and purchase orders for goods received or services rendered prior to July 1, 2024. **Fiscal Year 2024 Payment Requests will be processed in FMS Accounting through July 5, 2024 by entering Period 12 in the accounting period field.** Agencies should make every effort to process Fiscal Year 2024 Payment Requests in FMS Accounting before July 5, 2024, to provide sufficient time to correct any errors. **After July 5, 2024, all Payment Requests processed should have a blank accounting period.** They will be charged against Fiscal Year 2025 and an automated accrual document (ACCA) will be automatically generated if they represent valid Fiscal Year 2024 charges (i.e., service period between July 1, 2023 and June 30, 2024 should be entered in the Accounting line section/Service dates tab of the payment request document.) Once the disbursement cycle is completed the associated automated accrual clearing document (ACLA) will be generated to reduce the expenditures in Fiscal year 2025 and charge it back to Fiscal Year 2024. **If a payment request and the associated disbursement is cancelled in the current Fiscal Year during the automated accrual period the related ACCA/ACLA are automatically cancelled. Additionally, if a payment request is cancelled after the automated accrual period, the ACLA document is automatically cancelled but, please ensure that the related ACCA document is also cancelled to accurately reflect the cancellation processed.**

The criterion for transferring a Fiscal Year 2025 charge to Fiscal Year 2024 is that goods were received and/or services were performed no later than June 30, 2024.

4. Accrued Expense (Refer to Automated Accrual and Clearing Manual located on the FISA Training Portal)

▪ **Payment Request items**

For Payment Requests accepted into FMS Accounting from July 8, 2024 to August 9, 2024, with service dates between July 1, 2023 thru June 30, 2024, ACCA/ACLA will be automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2024. The ACCA is generated when the payment request is Final and the ACLA is generated when a payment is disbursed.

The Agency should review the ACRI table or Document Catalog (using the PR Document ID and doing a Forward Reference to view ACCA/ACLA) to verify the validity of the automatically generated ACCA and ACLA documents and should have all documentation available for review by the Accrued Expenditures Unit to substantiate the Fiscal Year 2024 charges. The review of ACCA and ACLA documents will begin on July 8, 2024 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

If Payment Requests are accepted into FMS Accounting from July 8, 2024 through August 9, 2024, and ACCA and ACLA documents are **not automatically** generated due to a key punch error on the service period From/To Dates, but the expenditures are for goods or services received no later than June 30, 2024, the Agency **should include these items in the Manual Accrual (ACC) set up and clear the FY 2024 charges using the Manual Clearing (ACL) in FY 2025.** All supporting documentation pertaining to these transactions should be available to substantiate the Fiscal Year 2024 charges.

Automated generation of multi-year accrual documents will automatically prorate prior year expense whenever a Payment Request has service periods (From/To dates) that span two Fiscal Years. **Service periods prior to July 1, 2023 will not have an automated ACCA document generated. These should be cleared against prior year accruals in November.**

▪ **Items not Processed using a Payment Request**

Manual accrual documents (ACC) must be prepared for those items received and/or services performed prior to July 1, 2024 for which no payment request has been accepted into FMS Accounting by August 9, 2024. The manual accrual documents with a prefix of 'OTPS24' should be manually entered into FMS Accounting to establish the accrued expenditure for Fiscal Year 2024.

Submission of the Manual Accrual Package and Vendor Listing

- Manual Accrual documents are to be entered into FMS Accounting beginning August 12, 2024.
- The final date to enter manual accruals is August 23, 2024.
- The schedule of Accrued Expenditures should be submitted to the Accrued Expenditures Unit via email to the AccruedExpenditures@comptroller.nyc.gov mailbox for review no later than August 23, 2024.
- A listing of vendors to support all agency open accruals for FY 24 and prior, is due no later than October 31, 2024. For purposes of maintaining adequate supporting documentations to justify the City's obligations due for services performed or goods received, it's important that this detail is submitted to our office by the stated deadline. (See sample template of Vendor Support for Open Accruals on page 30).

▪ **Documentation required for supporting Fiscal Year 2024 expenditures**

A. For goods:

- ⇒ Vendor invoices
- ⇒ Proof of delivery dated June 30, 2024 or prior.

B. For services:

- ⇒ Vendor invoices, or
- ⇒ Signed vendor certifications that the services were performed by June 30, 2024.

- C. Program contracts:
 - ⇒ Claims or bills showing expenditures incurred through June 30, 2024, payments or advances applied to these expenditures should be reflected
- D. Leases:
 - ⇒ Rent bills showing the amount of expenditures incurred through June 30, 2024.
- E. Retainage:
 - ⇒ If retainage withheld has not been entered in FMS Accounting, submit computation as to how the retainage amount was determined (usually shown as a deduction from the vendor's invoice),

i.e.:	Vendor's Invoice	\$10,000
	- 1% retainage	\$100
 - ⇒ Date the retainage amount will be paid, or
 - ⇒ Explanation why the Agency is not using FMS Accounting to withhold retainage.



NOTE:
Retainage functionality is available in FMS Accounting for both General and Capital Funds.

Adjustments and Clearings of manual accruals

When an Agency submits a manual accrual document (ACC) to accrue expenditures for Fiscal Year 2024, a subsequent manual clearing document (ACL) must be submitted to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit when a partial or full payment is made in Fiscal Year 2025 for the Fiscal Year 2024 accrued expenditure. The processing of the accrual clearing document will decrease the expenditure in Fiscal Year 2025 and reduce the open accrual in Fiscal Year 2024.

- **At no time** should the total amount to be cleared for a particular Agency code unit of appropriation - budget code - detail object code structure exceed the accrual originally established on the manual accrual document (ACC).
- All manual clearing documents (ACL) will be reviewed with the appropriate supporting documentation (see note below).
- The FY 2025 ACL Document ID's should end with the letter "P".

Agencies should begin submitting the Payment Request Listing (See example of the Payment Request listing on Page 34) to the Accrued Expenditures Unit in Excel format via email to the AccruedExpenditures@comptroller.nyc.gov mailbox, once information is available. The Accrued Expenditures Unit will begin approving the ACL documents for PR Listings received, **November 1, 2024**. A statistical sample of payment requests will be selected for review. The supporting documentation for the selected payment requests should be uploaded in PDF format to the Comptroller's File Transfer Portal (FTP) if supporting documents have not been attached to the payment vouchers. For more information regarding FTP contact the Accrued Expenditures Unit at the email address provided above.



NOTE:

PDF of the supporting documentation is acceptable. Please remember that files remain on FTP for only 14 consecutive days to conserve space, so it is imperative that you inform the Accrued Expenditures Unit as soon as you have uploaded your files to FTP.

Original documentation must be retained on file and available for review upon request;

5. Reimbursable Expenditures

Agencies must ensure that a revenue receivable has been entered in FMS Accounting for every expenditure, actual or accrued which generates reimbursable revenues from a grantor. Further, Agencies making any adjustment (increase and/or decrease) for a reimbursable expenditure must also make a corresponding adjustment for the revenue receivable. **(See Section C.)**

VENDOR SUPPORT FOR OPEN ACCRUALS SAMPLE TEMPLATE

For each open accrual on the FMS InfoAdvantage CWA-AGOACR-001 Aged Open Multi Year Accrued Expense report, please provide a listing of the vendors and associated amounts as it relates to each open accrual. *

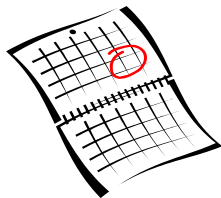
Vendor Name	Brief desc. Of service performed or good purchased	Amount	ACC Document ID:	Accounting Line reference	When is payment expected to be issued?
ABC Inc.	Training	\$100,000	OTPS22ABC	1	When we resolve dispute with vendor.
XYZ Educational Services	Speech Therapy	\$50,000	OTPS21XYZ	2	April 2025 after review of invoices received.

*The Vendor Support for Open Accruals template should be created as an Excel Workbook and include, at a minimum, columns as illustrated above. There may not be a one-to-one relationship with the amount due to a vendor and the amount indicated on an ACC document or the ACC accounting line. Please design the template to fit your agencies needs, but at a minimum, it must include the details above.

E. ACCRUED GENERAL FUND EXPENDITURES - PS

I Yan Fung, Unit Chief - Accrued Expenditures

Email: AccruedExpenditures@comptroller.nyc.gov



Critical Dates

- **July 1 – August 9, 2024** – Period to process “split payroll” within the Payroll Management System (PMS)
- **August 9, 2024** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 12 – August 23, 2024** – Start set up of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2024
- **August 23, 2024**– Last date to submit Accrual Clearings (ACL) for payrolls that are paid out of Fiscal Year 2024 funding

NOTE: The Critical dates for the DEP Year-End PS accruals have been issued under separate cover.

Regular gross salary paid in July, but covering periods wholly or partially in Fiscal Year 2024 and partially in Fiscal Year 2025 will be automatically charged to the correct Fiscal Year. The Payroll Management System (PMS) calculates the number of days in each Fiscal Year using the pay period end dates in FISA’s Pay Cycle Reference Table and prorates the amounts accordingly.

Management separation payments should be recognized as liabilities when the payments become due. For example, a managerial employee retires on June 30, 2024 and is entitled to receive a separation payment of \$30,000. The \$30,000 should be recognized and accrued in Fiscal Year 2024. For non-managerial employees, since they remain on the payroll, the liabilities and expenditures should be recorded in the posting months of the pay period end dates because that is when the payments become due.

Additional compensation earned by employees for services rendered in Fiscal Year 2024 but paid during July and August will also be accrued and automatically charged to Fiscal Year 2024 by entering the applicable “effective date” no later than June 30, 2024 in PMS. This automatic accrual feature will be available through August 9, 2024 in FMS Accounting.

For Fiscal Year 2024 earnings to be paid after August 9, 2024, for example overtime, shift differential, etc., a Manual Accrual document (ACC) with a prefix of ‘**PS24**’ must be entered into FMS Accounting during the period of August 12, 2024 to August 23, 2024 to establish the Fiscal Year 2024 accrual.

The Manual ACC document should be entered into FMS Accounting and the spreadsheet detailing the following should be sent to the Comptroller’s Office in Excel format via email to AccruedExpenditures@comptroller.nyc.gov.

- Explanation of the accrued payroll amount.
- What employees or titles and number of employees within a title, will be paid, plus a mathematical computation as to how the payroll accrual amount was calculated.
- The name and telephone number of the individual responsible for maintaining this information.

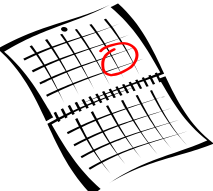
This information should be submitted to the Accrued Expenditures Unit no later than August 23, 2024.

When payments are actually made for items accrued on the ACC document, a clearing document should be prepared to clear the Fiscal Year 2024 payroll accrual and credit (decrease) the Fiscal Year 2025 PS codes that were originally charged. Agencies should begin submitting accrual clearing documents (ACL) spreadsheets to the Accrued Expenditures Unit via email to the AccruedExpenditures@comptroller.nyc.gov mailbox once information is available. The Accrued Expenditures Unit will begin approving ACL documents for spreadsheets received, **November 1, 2024**.

**F. ACCRUED GENERAL FUND EXPENDITURES – OTPSM
(PRM1s – Miscellaneous Payment Requests)**

I Yan Fung, Unit Chief - Accrued Expenditures

Email: AccruedExpenditures@comptroller.nyc.gov



Critical Dates

- **June 30, 2024** – Last date to receive goods and services for Fiscal Year 2024
- **July 5, 2024** – Last date to enter Fiscal Year 2024 expenditure Payment Requests with Period 12
- **July 8, 2024**– Start of review of Automated Accruals & Clearings
- **July 12, 2024** – Last date to submit Accrual Clearings (ACL) for payments process in Fiscal Year 2024
- **August 9, 2024** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 12 – August 23, 2024** – Setup Period of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2024

All Payment Requests (i.e. PRM1's) processed after July 5, 2024 will be charged to Fiscal Year 2025. Agencies should make every effort to process Fiscal Year 2024 Payment Requests by July 1, 2024, to provide sufficient time to correct errors. **Payment Requests representing valid charges against Fiscal Year 2024, which were accepted through July 5, 2024, must have Period 12 to be charged directly to Fiscal Year 2024.**

Payment Requests processed and accepted into FMS Accounting from July 8, 2024 through August 9, 2024, with service periods between July 1, 2023 and June 30, 2024, will have an ACCA and ACLA automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2024.

Agencies should review the validity of the automatically generated ACCA and ACLA and should have all documentation available for review in order to transfer the charges back to Fiscal Year 2024. The review of the Automated Accruals and Clearings will begin on July 8, 2024 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 12, 2024 Manual Accruals Documents (ACC) with a prefix '**OTPSM24**' should be entered into FMS Accounting for those Fiscal Year 2024 expenditures, which have not been processed by the August 9, 2024 cutoff date. **The final date for submission of an ACC accrual document is August 23, 2024.** Agencies should begin submitting the payment request listing for accrual clearing (ACL) in Excel format to the Accrued Expenditures Unit via email to the AccruedExpenditures@comptroller.nyc.gov mailbox once information is available. The Accrued Expenditures Unit will begin approving ACL documents for PR Listings received, **November 1, 2024.**

PLEASE DO NOT SEND ANY DOCUMENTATION FOR PRM1s \$75,000 OR GREATER UNLESS THE COMPTROLLER'S OFFICE HAS REQUESTED DOCUMENTATION

This page illustrates the information required to be shown on the manual ACL clearing submission.

SAMPLE

PAYMENT REQUEST LISTING FOR ACL Documents

AGENCY CODE:	015	SUBMISSION DATE:	_____
ACC DOCUMENT #:	OTPS24002	PREPARED BY:	_____
ACL DOCUMENT #:	OTPS24002P	PHONE #:	_____
ACL TOTAL:	\$5,950.00		

Payment Processed Period 8/17/2024-10/31/2024

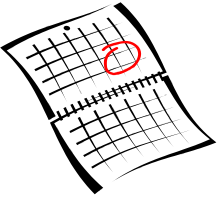
Supporting Documents attached to PR in FMS: Yes or No

PAYMENT REQUEST #	ACCEPTANCE		U/A	BUDGET CODE	OBJECT CODE	PAYMENT REQUEST AMOUNT	ACL LINE #	ACL LINE AMOUNT
	DATE	Vendor Invoice #						
PRN2 015 12345678910	8/29/24	1233	002	0201	1000	\$ 1,000.00		\$ 600
PRN2 015 12345678911	9/05/24	1234	002	0201	1000	900.00		900
PRN2 015 12345678912	9/05/24	1235	002	0201	1000	800.00		500
PRN2 015 12345678913	9/10/24	1236	002	0201	1000	700.00		700
PRN2 015 12345678914	9/12/24	1237	002	0201	1000	600.00		400
Total ACL Line no. 1:							1	\$ 3,100.00
PRN2 015 12345678916	9/05/24	2234	002	2001	6860	500.00		300
PRN2 015 12345678917	9/10/24	2235	002	2001	6860	750.00		500
PRN2 015 12345678918	9/17/24	2236	002	2001	6860	850.00		850
PRN2 015 12345678919	9/19/24	2237	002	2001	6860	650.00		650
PRN2 015 12345678920	9/26/24	2238	002	2001	6860	450.00		200
PRN2 015 12345678931	10/24/24	2239	002	2001	6860	350.00		350
Total ACL Line no. 2:							2	\$ 2,850.00
ACL DOCUMENT TOTAL:								\$ 5,950.00

G. SINGLE AUDIT

Minyu Chen, Unit Chief - Revenue Monitoring

E-mail: singleaudit@comptroller.nyc.gov

	<p style="text-align: center;"><u>Critical Dates</u></p> <ul style="list-style-type: none">• July 5, 2024 – Distribution of R&D survey• July 19, 2024 – Return R&D Survey via email• October 7, 2024 – Distribution of FMS Accounting Report of Federal Awards• October 21, 2024 – Return FMS Accounting Report of Federal Awards via email
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A. OVERVIEW

Introduction

The Single Audit Amendments Act (Public Law 104-56) was enacted into law in July 1996 and replaced the Single Audit Act of 1994. The Amendment established a law to streamline and improve the effectiveness of audits of Federal awards for state and local governments and not-for-profit organizations. To implement the requirements of the Single Audit Amendment Act of 1996, the Federal Office of Management and Budget (OMB) issued Circular A-133 “Audits of States and Local Governments and Non-Profit Organizations”.

In late 2013, the Office of Management and Budget (OMB) released new guidance on *Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the “Super Circular.”* This Guidance supersedes and streamlines requirements contained in previously issued OMB Circulars including the A-133, by consolidating the requirements into one uniform guidance.

What is the Single Audit?

The Single Audit comprises the audit of a non-federal entity’s activities and programs which expend federal awards during a Fiscal Year. The Single Audit is based on Federal guidelines as established in the recently implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards issued by the US Office of Management and Budget on December 26, 2013. A Single Audit is conducted by independent auditors.

The City of New York Single Audit

The New York City Single Audit includes an examination of the financial records, internal controls and compliance with Federal laws and regulations for both the Federal programs and the City as a whole.

Focus of the Audit of the City’s Financial Statements

The audit of the City’s financial statements is designed to determine whether the statements are *fairly presented in all material respects; and whether the presentation is in accordance with Generally Accepted Accounting Principles (GAAP).*

Focus of the Audit of the City's Federal Awards

The objective of the audit of Federal awards is to determine whether Federal funds were expended appropriately and in compliance with applicable laws and regulations.

Single Audit Report

The City's independent auditors will conduct the City of New York Single Audit.

As part of the initial steps and conducting the City's Single Audit, the Auditors must determine Major programs for review and funding received from the following programs: Research and Development (R&D), American Recovery and Reinvestment Act (ARRA), and Federal Emergency Management Agency (FEMA) and Coronavirus Aid Relief, and Economic Security Act (CARES ACT) grants.

An R&D survey will be distributed on July 5, 2024. The purpose of this survey is to collect information regarding Fiscal Year 2024 awarded R&D funding as well as whether or not the Agency has had spending and/or reimbursement activity during Fiscal Year 2024 for which the R&D funding was awarded in a prior Fiscal Year. The completed survey is due back to the Comptroller's Office via email by July 19, 2024.

The New York City Single Audit Report consists of the independent auditors' report on:

- The City's Financial Statements and Supplementary Schedule of Expenditures of Federal Awards
- Report on Compliance and Internal Control over Financial Reporting based on an audit of the City's Financial Statements performed in accordance with Government Auditing Standards
- Report on Compliance with requirements applicable to each Major Program and on Internal Control over Compliance in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The Mayor of the City of New York and the Office of the Comptroller

The New York City Single Audit is completed through the coordinated efforts of the Mayor's Office of Management and Budget and the Office of the Comptroller. Cooperation of all City Agencies covered by the requirements is crucial to the successful completion of the Single Audit.

The New York City Office of the Comptroller prepares the Schedule of Expenditures of Federal Awards, coordinates the issuance of the City's Single Audit Report; assists in the coordination of the audit by the independent auditors; and provides technical guidance through the issuance of Comptroller's Directives.

Schedule of Expenditure of Federal Awards

Background

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requires the preparation of a Schedule of Expenditures of Federal Awards. The Schedule must include the following:

- List Federal programs by Assistance Listing Number (“ALN” formerly known as *Catalog of Federal Domestic Assistance*) for each Federal Agency.
- The total amount of Federal awards expended during the year.
- Identification of Pass-Through grantors. The Pass-through grantor is considered to be a non-federal entity for which federal awards are provided to the City. For Federal awards received through a pass-through grantor, the identifying number (contract number) assigned by the pass-through entity must also be indicated on the schedule.
- Identification of liquidated amounts passed through to Subrecipients during FY 2024. The Subrecipient is considered to be a non-City agency for which a City agency passes federal awards to.

The Schedule of Expenditures of Federal Awards is prepared by the Office of the Comptroller, in coordination with City Agencies. The preparation of the Schedule involves the following process.

Procedures

The preparation of the Schedule of Expenditures of Federal Awards follows the accrual basis of accounting. Therefore, Agencies should make sure that all federal assistance expenditures incurred by them during the Fiscal Year are included in their Report of Federal Awards.

The City of New York’s Financial Management System (FMS Accounting) generates the report for Federal Awards. This report should reflect the total federal expenditures incurred by City Agencies during the Fiscal Year. The report is distributed to City Agencies for review and reconciliation. Once the data is reviewed and returned by Agencies, the Office of the Comptroller prepares the Schedule of Expenditures of Federal Awards which is then submitted to the independent auditors for examination and inclusion in the City of New York Single Audit Report.

Agency Verification Process:

To ensure the accuracy of the data and fair presentation of the Schedule of Expenditures of Federal Awards, the Office of the Comptroller requires that Agencies perform the following:

- Review the Report of Federal Awards to ensure that all data stated is correct. Please note that the NYC Office of Management and Budget will verify all items for ALN 97.036.
- **Reconcile the amounts in the report to internal records. If a difference is found in the amount or the ALN, please provide supporting documentation to corroborate the manual adjustment. The documentation provided should include FMS Accounting Document ID’s, grantor letter, grant agreement, etc.**

- Ensure that the ALN is accurate.
- Ensure the Accuracy of the Pass-Through Grantor and indicate it beside each grant program.
- Enter the identifying number (contract number) assigned by the Pass-Through Grantor. Review for accuracy.
- Ensure that the review takes into account all Federal assistance expended by the Agency including those programs received from a *pass-through entity* as well as *non-cash assistance* and any grant not accounted for on the report for Federal Awards.
- Enter the total liquidated amount passed through in FY 2024 to subrecipients by ALN in where The City acts as the pass through grantor. ***As a reminder, Expenditures to subrecipients should be reflected in the SEFA as actual amounts paid in FY 2024 to the subrecipients. These amounts should not be included in the URE setup for FY 2024 as prescribed in section C of this manual.***
- Include the completed Single Audit Representation Letter with the Report of Federal Awards.

NOTE: All Information provided should be reviewed for accuracy prior to submission to the Comptroller's Office.

COVID-19 Single Audit Reminders:

As done previously for special funding received due to major fiscal events, i.e., American Recovery and Reinvestment Act, Superstorm Sandy, COVID-19 Pandemic etc., all agencies are required to maintain adequate supporting documentation with respect to spending and receipt of funds related to these events. COVID-19 presented many challenges with respect to reporting, specifically as it relates to the Single Audit and required documentation evidencing that expenditures were necessary and allowable under the program. Therefore, below is a brief, but not all-inclusive listing of what the City's independent auditors may request throughout the course of the Single Audit with respect to COVID-19 supporting documentation. Please be sure to have the following information readily available:

- OTPS: Correspondence, Agency Memo, and/or rationale within the invoice/voucher explaining how expenditures were used for actions taken to respond to the COVID-19 public health emergency.
- PS: Timekeeping records, agency correspondences, or other support to clearly demonstrate how payroll and benefits of employees were substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Where applicable, method/rationale/calculation used to allocate COVID-19 related expenditures.

While it may be clear to the agency that expenses were incurred in response to COVID-19, providing an explanation along with supporting documentation will help reduce additional questions and requests from the City's independent auditors.

Report Deadline

The FMS Accounting Report for Federal Awards will be distributed on **October 7, 2024**. Agencies must submit the reviewed and reconciled report, along with the Single Audit Representation Letter, to the Office of the Comptroller Bureau of Accountancy by **October 21, 2024** via email to singleaudit@comptroller.nyc.gov.

SINGLE AUDIT REPRESENTATION

Date: _____

Ms. Veronika Musheyeva
Accounting Compliance Division Chief
Bureau of Accountancy
Office of the Comptroller
One Centre Street– Room 200 South
New York, NY10007

Dear Ms. Musheyeva:

We represent to you that the following has been certified by our agency:

_____ The items listed in the attached Fiscal Year 2024 CWA-FEDAST-001 report have been reviewed and verified for all Assistance Listing Numbers (ALN); excluding ALN 97.036 as the NYC Office of Management and Budget will confirm the amounts for this ALN.

_____ During Fiscal Year 2024 our agency acted as a pass through grantor providing Federal Awards to Subrecipients. The amounts entered into the CWA-FEDAST-001 report by our agency representing the amounts passed through to Subrecipients have been reviewed and verified.

_____ During Fiscal Year 2024 our agency did not act as a pass through grantor of Federal Awards to Subrecipients.

Name: _____

Title: _____

Agency Name: _____

Cordially,

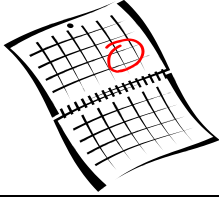
Signature

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

H. CAPITAL PROJECTS EXPENDITURE ACCRUALS

Grace Cheng, Unit Chief - Capital

E-mail: capital@comptroller.nyc.gov



Critical Date

- **August 30, 2024** – Last date to submit Capital Payment Requests with service dates on or before June 30, 2024

The Capital Projects Expenditure Accruals for Fiscal Year 2024 will be captured during the automated accrual process for the Capital Fund that occurs in FMS Accounting.

The last date to enter Fiscal Year 2024 expenditure payment requests with Period 12 is July 5, 2024.

Beginning July 8, 2024 all Fiscal Year 2024 Payment Requests processed in FMS Accounting with a service period on or before June 30, 2024 will generate an automated accrual and clearing document. August 30, 2024 is the last date to enter Capital Fund payment requests with service from and to dates between July 1, 2023 and June 30, 2024.

All Payment Requests must contain accurate service from and to dates. This is extremely important during July 8, 2024 – August 30, 2024, as the service dates are what generates the Fiscal Year 2024 automated accrual documents in FMS Accounting during this timeframe.

Agencies must ensure all supporting documentation is readily available for examination upon request by internal or external auditors.



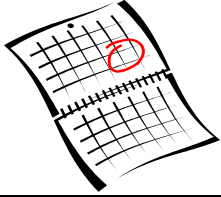
NOTE:

An adjustment to a Capital expenditure accrual could have an impact on the Capital revenue receivable (**See Section C**).

I. CAPITAL ASSETS ACCOUNTING

Grace Cheng, Unit Chief - Capital

E-mail: capital@comptroller.nyc.gov



Critical Date

- **July 6, 2024**— Last FAIR process for Fiscal Year 2024
- **July 26, 2024** – Last day to process capital documents in FMS prior to Depreciation and Revaluation event in FMS

The City is required to report Capital Asset activities in the City's Annual Comprehensive Financial Report (ACFR). Each Agency is responsible for maintaining its own capital assets and to record all capital assets activities timely in FMS Accounting, as stated in Directive 30 Section 4. The Bureau of Accountancy-Capital Division will report capital assets data retrieved from FMS Accounting System in the City's Annual Financial Statement. To ascertain that the data we collected from the system is accurate and to comply with the Comptroller's Internal Control and Accountability Directive 1, every Agency has to physically account for its existing capital assets against its own fixed asset log and reconcile to the Capital Assets Inventory Report generated by FMS Accounting to determine whether all additions, retirements, transfers, and adjustments are recorded accurately. Please contact the Bureau of Accountancy for acceptable alternatives if a physical accounting of capital assets is not feasible at this time.

To facilitate this process, agencies should utilize various reports in FMS Accounting, including but not limited to the following:

- CWA-CASINV-001 Fixed Assets Inventory by Group listing each Agency's Capital Assets Inventory. This report will be available for printing by each Agency on July 1, 2024 from FMS Accounting – InfoAdvantage Report.
- CWA-CFEXPA-002 Available Capital Funds Summary by Dept and Dept Type. This report should be used to reconcile internal capital records to the unobligated amounts shown on this report.
- CWA-AGOENC-001 Aged Open Agreements by Dept and Appr as of Acct Pd or Date. This report should be used to reconcile contract liability for each Unit of Appropriation/Budget Code combination, to internal records kept by each agency.

If an Agency encounters a problem generating an FMS InfoAdvantage report, please contact the FISA Call Center for help.

To comply with the Comptroller's Directive 1, each Agency is required to do the following:

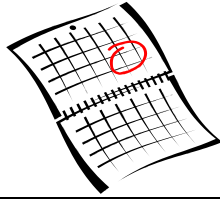
- Review of the above reports must be completed before July 26, 2024, to allow adequate time for modifications, if necessary.
- Based upon agency review of the above reports, if discrepancies are found, agencies must process the required fixed asset document in FMS to correct/modify the fixed asset record appropriately:
 - Fixed Asset Value Increase/Decrease Document (FI),
 - Fixed Asset Modification Document (FM),
 - Fixed Assets Disposition Document (FD),
 - Fixed Assets Transfer Document (FT) or
 - Fixed Assets Cancellation Document (FC).

In order for the Comptroller's Office to prepare the Capital Asset financial statements timely and accurately, all adjustment transactions must be properly completed and entered into FMS Accounting System by July 26, 2024. **No extensions will be granted.**

J. CAPITAL ASSETS IMPAIRMENT

Grace Cheng, Unit Chief - Capital

E-mail: capital@comptroller.nyc.gov



Critical Dates

- **August 2, 2024** – Submit Capital Asset Impairment Memo

GASB Statement No. 42, Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries, establishes accounting and financial reporting standards for impairment of Capital Assets. A Capital Asset is considered impaired when its service utility or function has declined significantly and unexpectedly. The service utility of a Capital Asset refers to the usable capacity that was available to provide a continuing service at the time of acquisition. The usable capacity of a Capital Asset may decline due to various reasons. Agencies should identify all Capital Assets that appear to be impaired.

As required by Comptroller's Directive no. 30 – Capital Assets, agencies are required to test a Capital Asset for impairment whenever unexpected events or changes in circumstances indicate that the service utility of the Capital Asset has declined significantly. The normal wear and tear of Capital Assets over time is not considered impairments. Conducting the test, will reveal whether an asset is impaired or not.

Common indicators of impairment are:

- Physical damage
- Technological developments or evidence of obsolescence
- Change in legal or environmental factors
- Change in the manner or expected duration of usage
- Construction stoppage

**Refer to Comptroller's Directive no. 30 Capital Assets, section 6.3.3 for an example of an impairment loss.*

During the City's financial statement audit, the City is required to provide documentation to the independent auditors, in the form of an impairment memo confirming the impairment test conducted. See Sample Impairment Memo on page 44 The deadline to submit this memo, if applicable, is August 2, 2024.

SAMPLE IMPAIRMENT MEMO

Date: _____

Ms. Jessica Sanchez
Capital Division Chief
Bureau of Accountancy
Office of the Comptroller
One Centre Street– Room 200 South
New York, NY10007

This memo is to certify that we have conducted necessary tests of impairment in conformance with Comptroller’s Directive 30 and GASB Statement No. 42. As a result of observation conducted by _____ and performed on _____, there was physical damage to the capital assets in question due to the following conditions: _____.
Additional supporting documentation remains within our internal files as justification for the impairment and is available upon request. Please contact _____ for further information.

Name: _____
Title: _____
Agency Name: _____

Cordially,

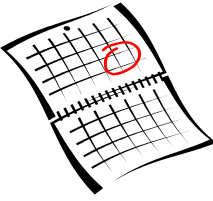
Signature

*Should be signed by the Fiscal Officer/Engineer/Capital Asset Director

K. LEASE EXPENSE & INCOME

Giovanne Quezada – Lease Reporting

E-mail: lease.expenses@comptroller.nyc.gov

	<u>Critical Dates</u>
	<ul style="list-style-type: none">• May 20, 2024 - Distribution of Lease Income Certification and Lease Income Report via email• July 1, 2024- Return Lease Income Certification and Lease Income Report• July 5, 2024- Last day to report Lease Expense discrepancies

Lease Expense:

The City leases nonfinancial assets (building, land, equipment and infrastructure) from private landlords. As required by Governmental Accounting Standards Board (GASB) statement no. 87 – Leases, the lease liability must be reported, along with certain note disclosures pertaining to the lease arrangement. To ensure the accuracy of the total reported in the City’s financial statements, please run the *CWA-CTFRCN-001 Contracts, Franchises and Concessions Registered for All Agencies* in FMS and review all “contract type” 35 agreements registered during fiscal year 2024. This report could be ran as early as today, and continuously thereafter until the end of the fiscal year. The report should be carefully reviewed for completion and accuracy; and if discrepancies are noted, agencies should immediately contact the Lease Reporting Unit via email. Last day to report possible discrepancies is July 5, 2024.

Lease Income:

Similarly, The City leases City-owned nonfinancial assets (building and infrastructure) to others. The Comptroller’s Office requires certain data from your Agency pertaining to lease income for inclusion in the City’s Fiscal Year 2024 financial statements. Once again, in accordance with GASB statement no. 87, the lease receivable for all contracts that meet the GASB lease definition, must be disclosed.

Based upon prior submissions, we have prepared a listing of your Agency’s lease income agreements. This listing, was emailed to your Agency on May 20, 2024, and summarizes any agreement whereby your Agency derives income by leasing City-owned nonfinancial assets for **more than one year.**

Please review this report to see if the information stated is correct and complete, paying particular attention to the following:

- | | |
|--|---|
| ▪ <i>Missing Leases</i> | ▪ <i>Terminations</i> |
| ▪ <i>Lease Term</i> | ▪ <i>Expirations</i> |
| ▪ <i>Short-Term Lease Exception</i> | ▪ <i>Change In Landlord</i> |
| ▪ <i>Renewals/Extensions</i> | ▪ <i>Annual Lease Payments</i> |
| ▪ <i>Amendments</i> | ▪ <i>Lease Receivable Balances</i> |

This review should take into account all nonfinancial assets lease income received by your Agency. Therefore, if there are any lease agreements for one year or longer not listed on the report, **it will be your responsibility to add this information.**

Further, it is **mandatory** that all changes must be accompanied by adequate documentation, including but not limited to:

- The lease agreement for any new agreement or an amendment made to an existing agreement.
- Signed renewal letters where an option to renew is exercised.

The reviewer's signature, title and phone number must be included on the lower right corner of each page.

The reviewed report should be returned to the Comptroller's Office no later than July 1, 2024 via e-mail to LeaseIncome@comptroller.nyc.gov.

In addition, an email was sent on May 20, 2024 requesting Agencies to confirm their lease income status. If you have not received the e-mail, the Lease Income Certification form can be downloaded electronically from the Comptroller's website. The form and any supporting documentation should be emailed **no later than July 1, 2024** to LeaseIncome@comptroller.nyc.gov.

**LEASE INCOME CERTIFICATION
AS OF JUNE 30, 2024**

DATE 2024

To: Ms. Jessica Sanchez, Capital Division Chief
From: FILL IN NAME, Agency Head, AGENCY NAME (AGENCY CODE)
Subject: Lease Income Agreements

Agencies with no prior Lease Type Income confirmed with the Comptroller's Office:

- No** – We do not have agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.
- Yes** – Fiscal Year 2024 is the first year we have agreement(s) from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

Agencies with prior Lease Type Income confirmed with the Comptroller's Office:

- Yes** – we have FILL IN QUANTITY agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

In Fiscal Year 2024 FILL IN QUANTITY agreements have been amended.

In Fiscal Year 2024 FILL IN QUANTITY agreements have been terminated.

Signature: _____

Title: _____

E-Mail Address: _____

Telephone Number: _____

Agency Code & Name: _____

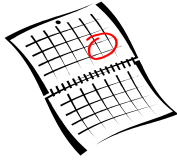
Agency Address: _____

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

L. INVENTORY OF SUPPLIES

Anne Fung Cheung

E-mail: inventory@comptroller.nyc.gov



Critical Date

- **July 12, 2024**– Last date to Submit Inventory Report

In order for the Comptroller's Office, Bureau of Accountancy (BOA) to prepare the City of New York's annual financial statements, according to Generally Accepted Accounting Principles (GAAP), it is required that the City record the total amount of its inventory on its Statement of Net Assets in the Comptroller's Annual Comprehensive Financial Report. A letter was emailed to Fiscal Officers of each Agency on May 24, 2024 to give advance notice of the requirements to report the inventory of supplies to our office. It is therefore necessary that all City Agencies submit the value of its materials and supplies inventory as of June 30, 2024, based on a physical count or other acceptable alternative as approved by BOA. Inventory consists of:

- The value of materials and supplies on hand for all agencies,
- The value of postage stamps on hand, and
- The amount in all postage meters.

In addition, Agencies that do not have a storeroom (and each Agency orders its own supplies) should count the amount of supplies on hand at year-end to arrive at the Agencies June 30, 2024, total inventory amount submitted to the Comptroller's Office. Agencies may use either of two inventory systems: Periodic (physical) or Perpetual to value their year-end supplies, materials and postage.

- **Periodic** - A physical inventory, or other acceptable alternative as approved by BOA, should be taken on June 30, 2024. A written procedure describing how the physical inventory was taken must be available for review to support this valuation.
- **Perpetual** - Detailed records are maintained on an on-going basis for each inventory item. The inventory balance is increased as items are purchased or inventoriable costs are incurred, and the balance is reduced as items are sold or transferred. Cycle counting may be used with the perpetual inventory system to supplement other control procedures and to spread the physical counting effort throughout a period. Cycle counting tests the reliability of the perpetual inventory system by physically counting a portion of inventory and comparing the quantity to the indicated perpetual records. The perpetual system generally makes the period-end cutoff process less burdensome.

An estimated value of the supplies inventory is not acceptable under either inventory system. These instructions apply to expense and capital budget items as well as unissued supplies in warehouses and supply rooms. The physical count must be observed and attested to by responsible Agency personnel (See the accompanying sample form). Inventory detail with calculations, invoices, and other documentation used to compute the value of the inventory must be retained by the Agency to be available for audit. The valuation method used must be specified, e.g. FIFO, LIFO, Moving-Average or specific identification Method.

- **First-in, First-out Method (FIFO)** - the inventory remaining on hand is presumed to consist of the most recent costs.
- **Last-in, First-out Method (LIFO)** - the inventory remaining on hand is presumed to consist of the earliest cost.
- **Moving-Average Method** - the ending inventory is valued at the moving-average unit cost for the period.

Please indicate if the valuation method currently used is different from the prior year and include an explanation why the inventory valuation method was changed. The instructions apply to both expense and capital budget items as well as unissued supplies in warehouses and supply rooms. Those Agencies which have capital projects should submit separate forms for their capital budget inventory and for their expense budget inventory.

Agencies that **do not have more than \$5,000** in total inventory (including postage) are not required to submit an inventory report. However, please contact us via e-mail to notify us.



NOTE: Inventory supply cover sheet must be signed. Both the cover sheet and the spreadsheets must be sent via e-mail to inventory@comptroller.nyc.gov.

**INVENTORY OF SUPPLY COVER SHEET
JUNE 30, 2024**

Agency Code: _____ Agency Name: _____

Agency: _____ Division: _____

CHECK ONE:

- Budget Type: Expense Capital
- Inventory System: Periodic (Physical) Perpetual

Valuation Method Used: _____

Total for Agency (Dollar Value): _____ (Total Amount from Detailed Report)

Date(s) Physical Inventory was taken: _____

Prepared By: _____ Attested By: _____

Signature: _____ Signature: _____

Title: _____ Title: _____

Phone No.: _____ Phone No.: _____

E-mail address: _____ E-mail address: _____

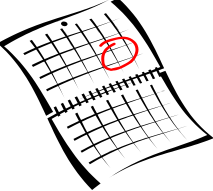
Date: _____ Date: _____

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

M. INTRACITY PURCHASES

Jennifer Yang, Unit Chief – Ledger Maintenance

E-mail: ledger@comptroller.nyc.gov



Critical Dates

- **July 5, 2024** – Last date to process IETC documents in Period 12
- **August 2, 2024** – Last date to submit IETC documentation to the Department of Environmental Protection (DEP) for review and processing
- **August 9, 2024** – Last date to enter IETC documents in Period 13 without Comptroller override
- **August 16, 2024** – Last date to submit IETC documentation to the Department of Education (DOE) for review and processing
- **September 6, 2024** – **Last date to submit IETC documentation for review and approval**

Agencies that purchase goods and or services from other City Agencies should use the FMS Accounting Internal Exchange Transactions-Intracity (IETC) document to reimburse the selling Agency.

The following procedures should be used to ensure that all Intracity purchases for Fiscal Year 2024 are properly accounted for:

1. Procedures for an Agency buying goods and/or services from a City Agency other than The Department of Citywide Administrative Services (DCAS).
 - a) From July 1 through July 5, 2024, Agencies processing IETCs for Fiscal Year 2024 should enter the document into FMS Accounting using Accounting Period 12.
 - b) From July 8, 2024 through August 9, 2024, all IETCs should be entered in FMS Accounting using Accounting Period 13.
 - c) If an Agency enters an IETC document after August 9, 2024 using Accounting Period 13, it will receive an error message requiring a Comptroller's Office override. The Agency should notify the Bureau of Accountancy of the IETC document ID and upload to the rejected IETC document the following information: intracity invoice(s), delivery documentation and any other proof of delivery or services received dated prior to July 1, 2024.
 - d) The last date to submit IETC documents to the Department of Environmental Protection for review and processing is August 2, 2024. Agencies are strongly encouraged to submit IETC documents for DEP approval before this date.
 - e) The last date to submit IETC documents to the Department of Education for review and processing is August 16, 2024. Agencies are strongly encouraged to submit IETC documents for DOE approval before this date.
 - f) The last date to submit IETC documentation to the Comptroller's Office for review and approval is September 6, 2024.
 - g) If there are any modifications on an IETC document, the subsequent version(s) should have backup justifying the reason for the modification.

2. Procedures for Agencies buying goods and/or services from DCAS:
 - a) Delivery documentation dated prior to July 1, 2024 should be sent directly to DCAS.
 - b) IETCs will be prepared by DCAS, following the same timetable as above.
3. Agencies should use FMS Accounting Page Code BQ92LV3 to verify expense budget at the Object level. FMS Accounting Page Code VDOCOBJ should be used to verify the valid Intracity Detail Object Code to use.

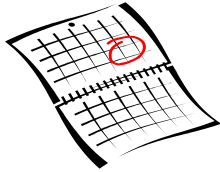


NOTE: IETC documents entered using Period 13 after the August 9th cutoff date, **DO NOT** require an IPOC (Encumbrance Document) for completion of transaction.

N. DESIGNATED FUNDS

Anne Fung Cheung

E-mail: designatedfunds@comptroller.nyc.gov



Critical Date

- **July 19, 2024**– Return Designated Fund Certification and Representation

Designated Fund Accounts

The Comptroller’s **Directive #27, *Requesting, Controlling, and Monitoring Designated Funds***, is a Directive on the overall accountability, control, and reporting requirements of designated funds (formerly referred to as Trust and Agency Accounts and/or Fiduciary Accounts). The Government Accounting Standards Board (GASB), the organization responsible for promulgating generally accepted accounting principles (GAAP) for governments, through its issuance of Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, and Statement No. 84, Fiduciary Activities, further defines the criteria that must be met to ensure accuracy and consistency in financial reporting with respect to the identification of fiduciary activities.

Directive #27 requires all agencies to submit an annual certification for each individual account providing that the internal controls of the account have been evaluated on the basis of the Financial Integrity Statement checklist provided in the Comptroller’s Directive #1. This certification will also be used to verify the accounts status, balances, and additional annual reporting criteria.

The certification, Appendix C – “Annual Designated Fund Certification and Representation” must be signed by the Agency Head (or authorized designee) as required by Directive #27, no later than July 19, 2024). This includes accounts with zero balances.

If your Agency determines that a Designated Fund account (Restricted or Fiduciary) is no longer necessary and the account is no longer legally required, please follow the procedures for reporting inactive accounts as outlined in Directive #27, Section 6.2.

DESIGNATED FUND CERTIFICATION AND REPRESENTATION MEMO



Office of the New York City Comptroller
ANNUAL DESIGNATED FUND CERTIFICATION AND REPRESENTATION

Date: _____

Division Chief, Financial Reporting
Office of the New York City Comptroller
One Centre Street – Room 200 South
New York, NY 10007

Dear Division Chief, Financial Reporting:

We confirm that the internal controls of the Designated Fund listed below have been evaluated on the basis of the checklist provided in the Office of the New York City Comptroller's *Directive #1 – Principles of Internal Control*. We (have/ have not) identified any material weaknesses in these controls.*

We also verify that the Fund remains active, will be used for its original purpose, and the balance remaining for the current fiscal year is correct and will be required in its entirety in the foreseeable future.**

Designated Fund Name: _____

Fund (e.g. 7 or 6 + Agency Code): _____ Sub-Fund: _____

**Fund Balance at Close of Fiscal Year: \$ _____ Fiscal Year: _____

Name: _____ Title: _____

Agency Code: _____ Agency Name: _____

Telephone: _____ Fax: _____ E-Mail: _____

If the Fund has a zero balance, please provide justification for the Fund to remain active:

Note: For multiple Funds attach an Excel spreadsheet, including Designated Fund Name(s), Fund, Sub-Fund, and the Fund Balance at Close of Fiscal Year.

Signature

Send this form via email to: DesignatedFunds@comptroller.nyc.gov *For any material weaknesses identified, in an attachment to this Certification, provide all relevant details, including what actions are being taken to rectify the situation.

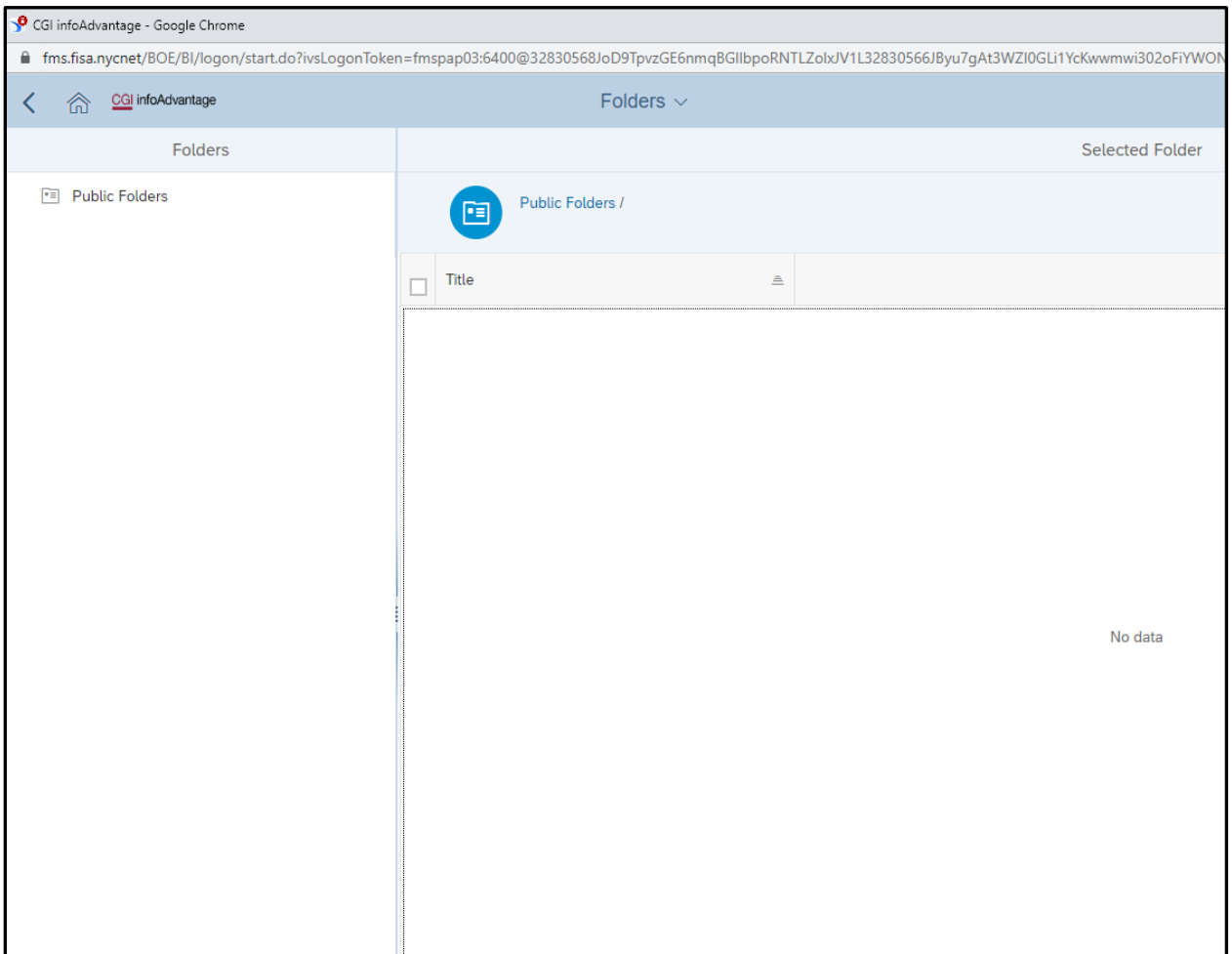
**The Fund Balance reported should be as of the end of the current fiscal year.

APPENDIX I
MANUAL FOR RUNNING REVENUE RELATED REPORTS

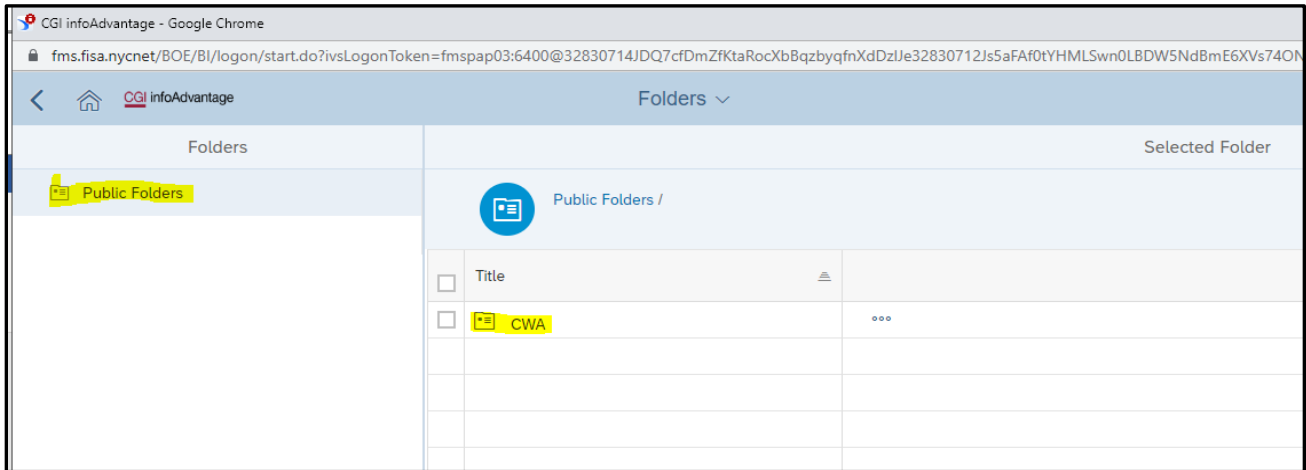
Instructions on how to run the following reports:

- **AGOADV-001**- Aged Open Advances by Accounting Period and as of Date
- **REV SMA-001**- Summary Statement of Revenue Budget Balances by Revenue Source
- **REVPYA-001**- Audit Report of Outyear Realizations
- **AGORCV-001** - Aged Open Billed Receivables by Accounting Period and As of Date
- **AGOURE-001** - Aged Open Unbilled Revenue Report by Accounting Period

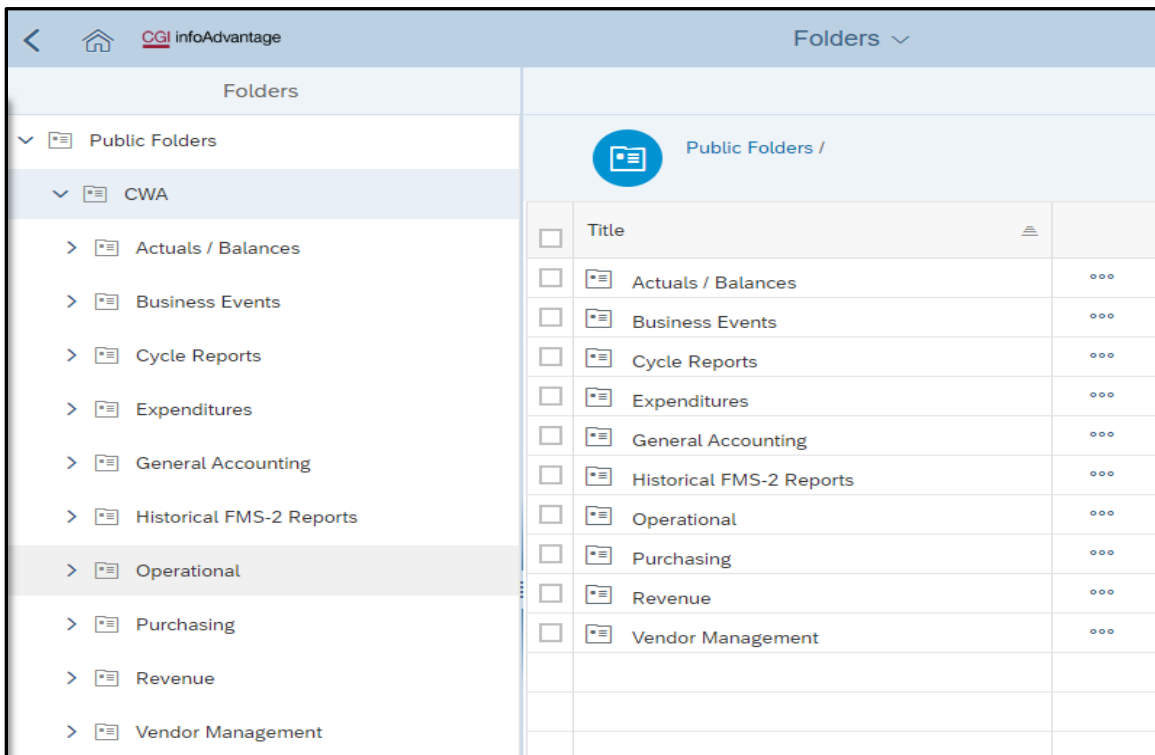
- Log in to FMS
- Click on InfoAdvantage



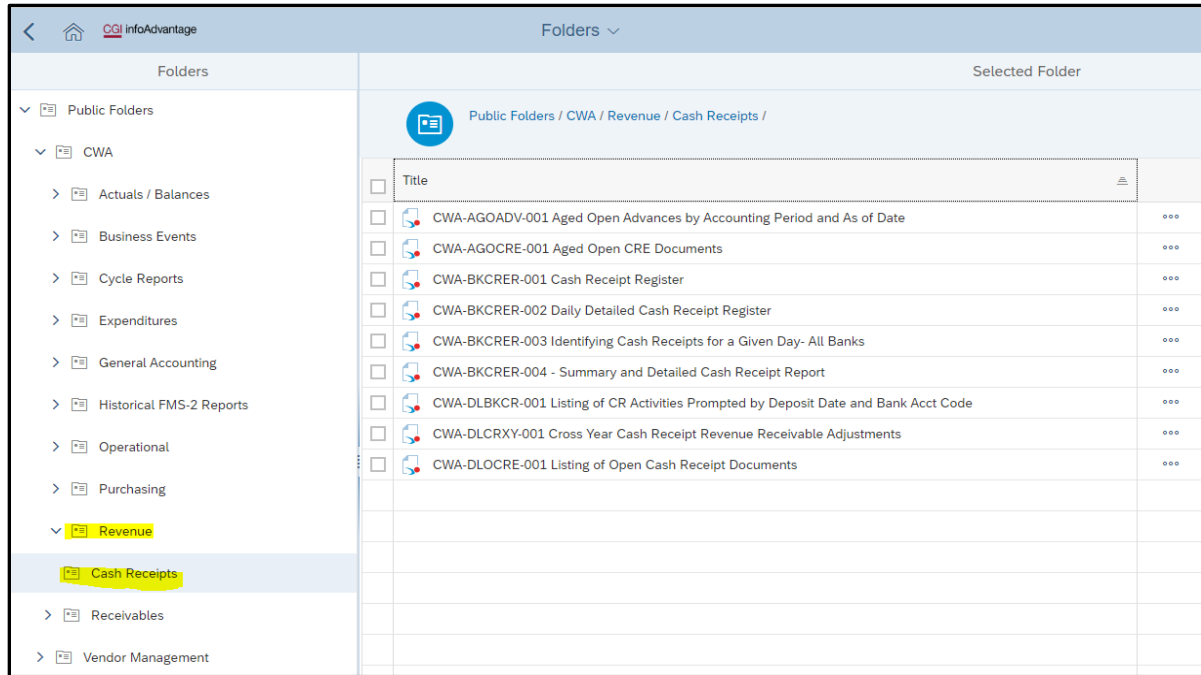
- In the following screen click on “Public Folders” and then on “CWA” older to expand the selection



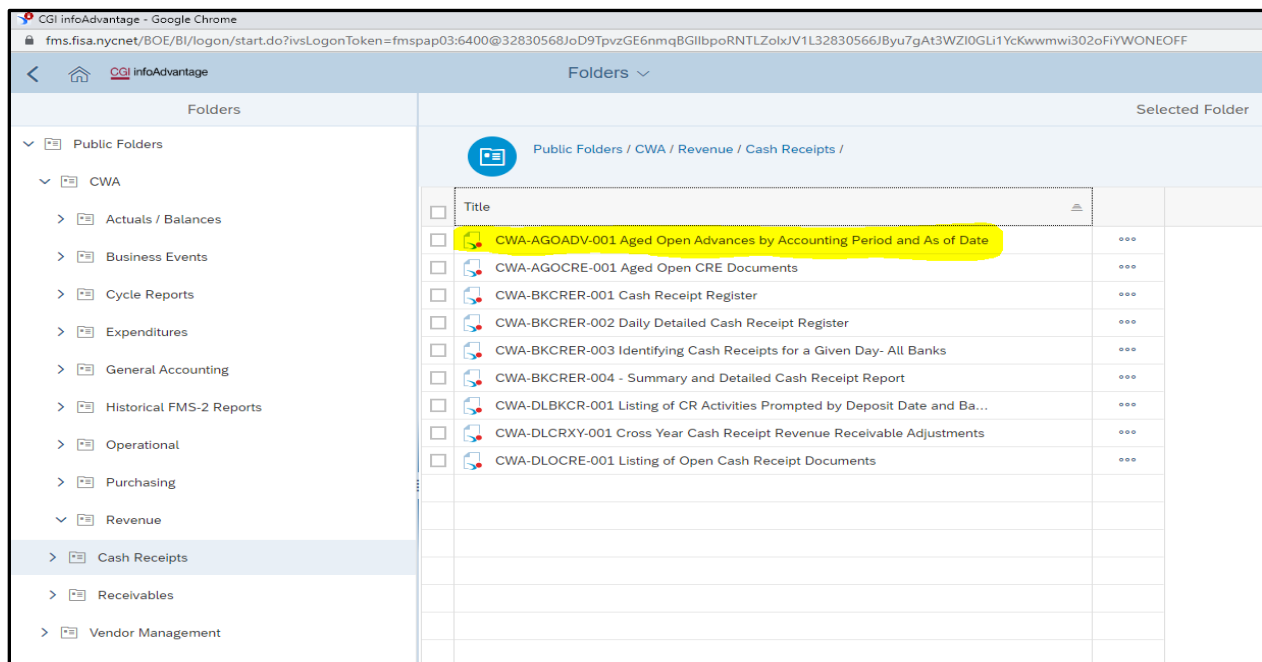
- Below is expanded list of folders



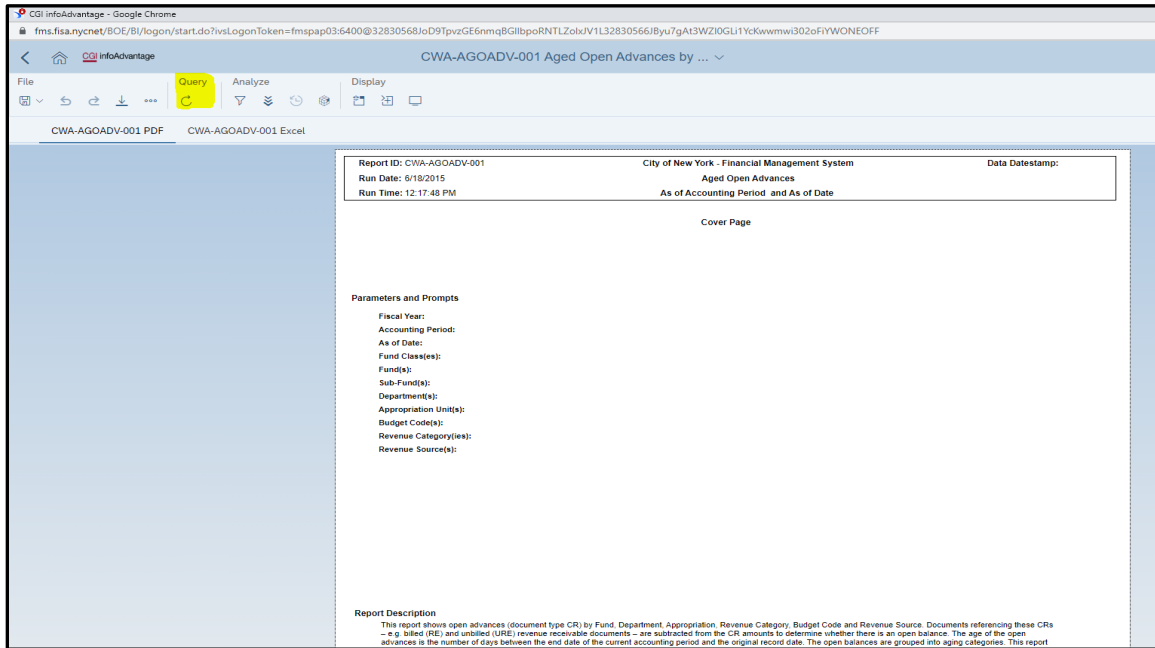
- Click on “Revenue” folder and then click “Cash Receipts” folder
- There will be the list of reports on right side of the screen



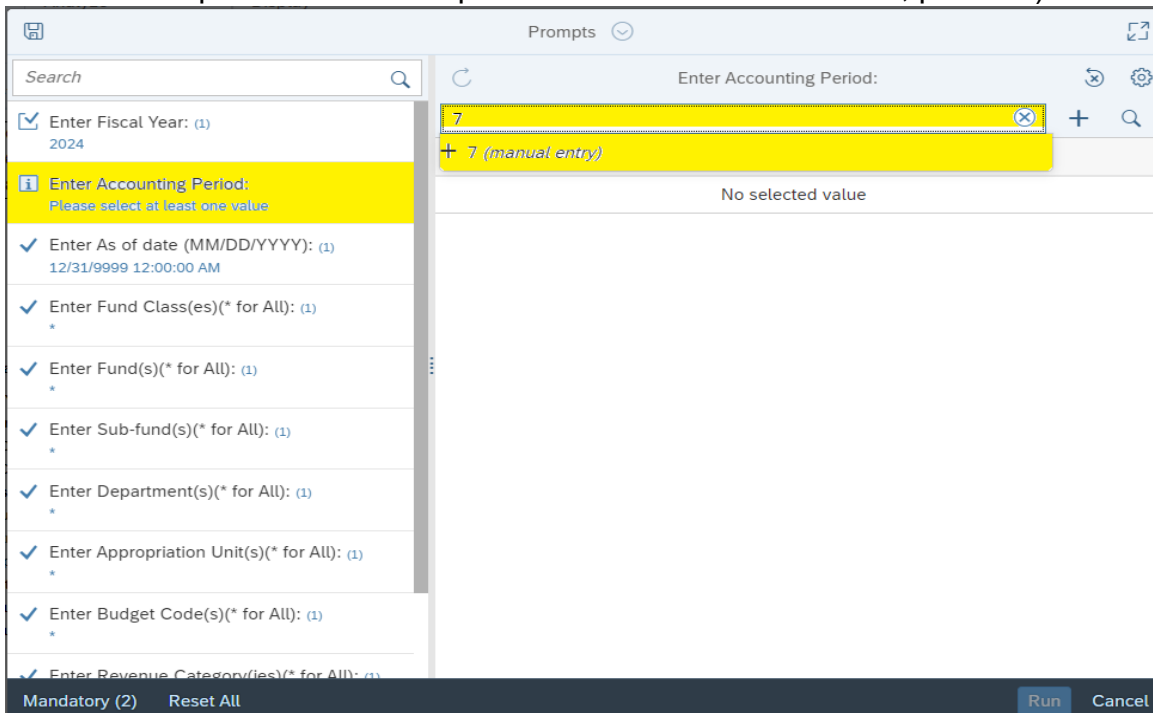
- Click on “CWA-AGOADV-001 Aged Open Advances by Accounting Period and as of Date” report



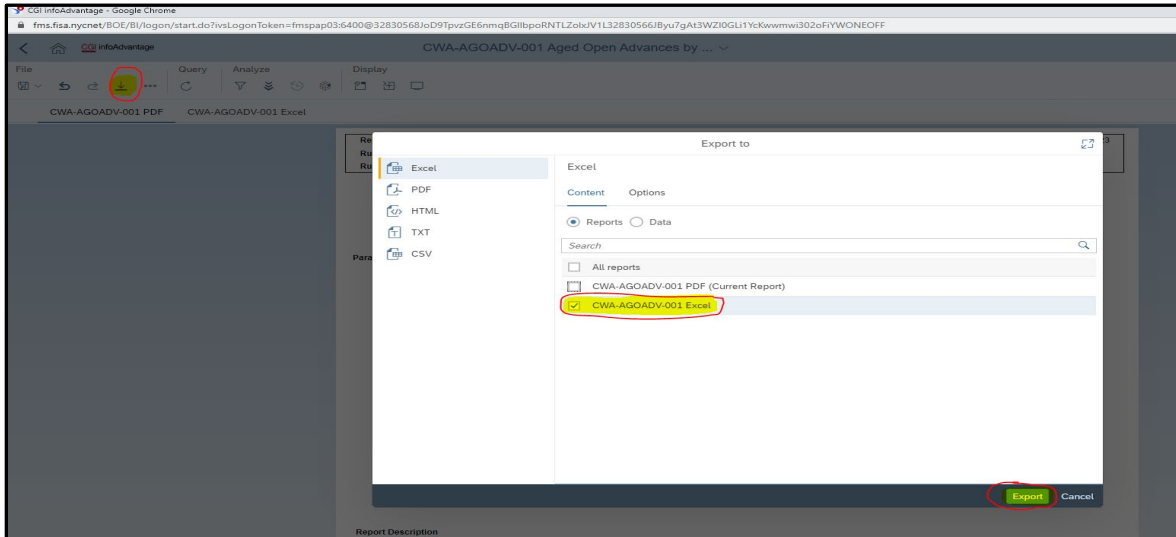
- To enter the required parameters, click on “Query” icon



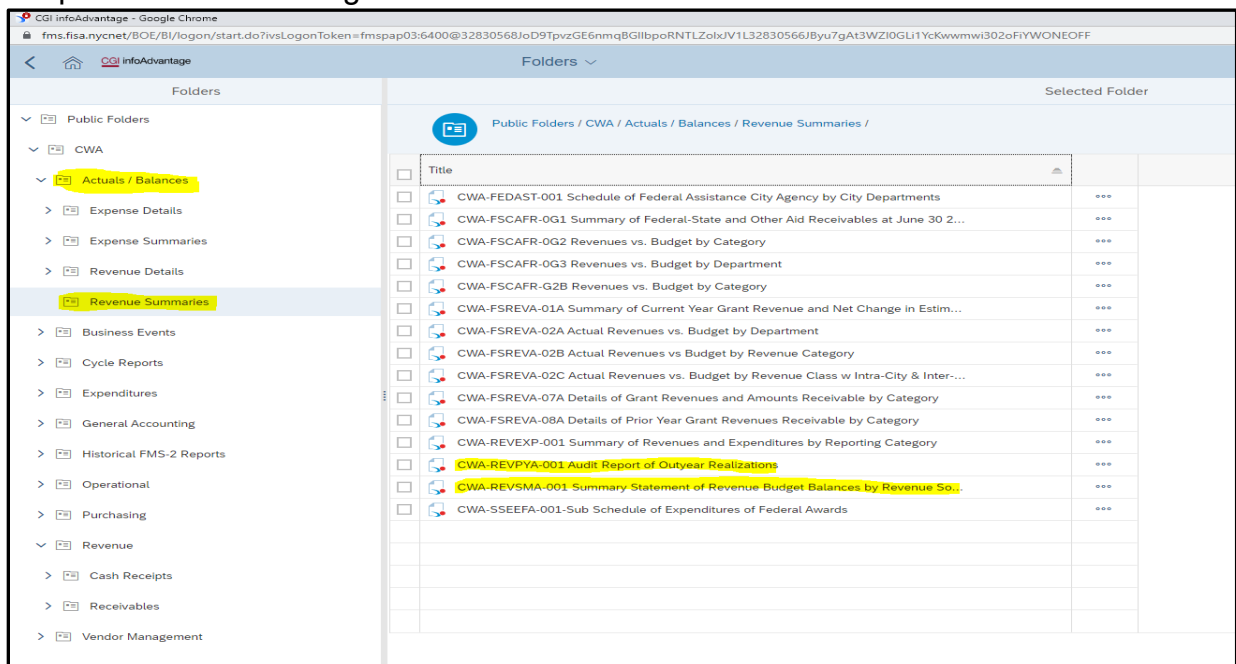
- Choose paraments on left side of the screen and enter values on the right side of the screen. Click “Run” button after all values are entered. (as an example below report will show all opened advances as of FY 2024, period 7)



- When the report is completed, it can be exported by clicking the export icon highlighted and circled in red. A dialog box will pop up; it is suggested to export the report as an Excel document so that comments and other analytical tools can be used. Once the Excel file type is selected click “Export.” After report is exported it can be saved for internal records.



- Same process should be applied to run REVSMA-001, REVPYA-001, AGORCV-001 and AGOURE-001 reports. Next screenshots show the location of these reports in InfoAdvantage.



CGI infoAdvantage - Google Chrome
 fms.fisa.nycnet/BOE/BI/logon/start.do?ivsLogonToken=fmspap03:6400@32840896/1gr74erPZwRF6jDPgKIAX7Hxh0qZxid32840894JA0LjVNdmjebL7lwRfStqlePp7mOLW310ONEOFF

CGI infoAdvantage Folders

Folders	Selected Folder
Public Folders	Public Folders /
CWA	
Actuals / Balances	
Business Events	
Cycle Reports	
Expenditures	
General Accounting	
Historical FMS-2 Reports	
Operational	
Purchasing	
Revenue	
Cash Receipts	
Receivables	
Vendor Management	

Title
<input type="checkbox"/> CWA-AGORCV-001 Aged Open Billed Receivables by Accounting Period and As of Date
<input type="checkbox"/> CWA-AGORCV-002 Aged Open RE Documents
<input type="checkbox"/> CWA-AGOURE-001 Aged Open Unbilled Revenue Report by Accounting Period
<input type="checkbox"/> CWA-AGOURE-002 Aged Open URE Documents by As Of Date
<input type="checkbox"/> CWA-DLORCV-001 Listing of Open Billed Receivables
<input type="checkbox"/> CWA-DLOURE-001 Listing of Open Unbilled Receivables
<input type="checkbox"/> CWA-WAEXPY-001 Month 12/13 Expenditures for Prior FY after 6/30 against WFA Fun...

If you have any question or need the assistance with running FMS Accounting InfoAdvantage reports, please email revenue@comptroller.nyc.gov

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