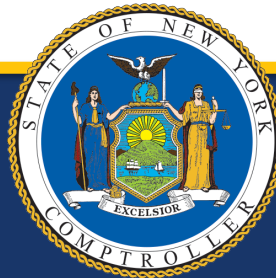


Office of Operations'
2023 Virtual Fall Conference

An Introduction to Financial Reporting for NYS

Jon Golden
Stephen Raptoulis
Sandi Trzcinski
CJ Vettovalli



New York State Comptroller
THOMAS P. DiNAPOLI

Overview

- Bureau Responsibilities
- Cash Reporting Monthly and Annual
- Other Cash Reporting Duties
- Sole Custody Reporting
- Schedule of Expenditures of Federal Awards
- GAAP Reporting
- Fund Accounting
- Obligation Date
- Agency Financial Reporting Package (AFRP)
- GASB Statements
- Guide to Financial Operations (GFO)



Bureau Responsibilities

- Cash Basis Monthly and Annual Report on State Funds
- Sole Custody Reporting
- Interim GAAP Financial Statements
- Chapter 551 Functional Reporting
- Annual Comprehensive Financial Report (ACFR)
- Financial Condition Report (FCR)
- Five Year Comparative Financial Statements
- Schedule of Expenditures of Federal Awards (SEFA)
- Oil Spill Fund Financial Statements
- Implementation of GASB Standards
- Reconcile SFS Ledgers and Submodules



Cash Reporting Unit Responsibilities

- Monthly and Annual Reporting
- Other Cash Reporting Duties
- Sole Custody Reporting
- Schedule of Expenditures of Federal Awards



Monthly and Annual Cash Report

- Comptroller's Monthly Report to the Legislature on State Funds on a Cash Basis of Accounting
 - Required by State Finance Law – Article 2, Section 8(9-a) and 8(9-b)
 - Due on the 15th of the following month
- Comptroller's Annual Report to the Legislature on State Funds on a Cash Basis of Accounting
 - Required by State Finance Law – Article 2, Section 8(9)
 - Includes Financial statements, footnotes and other supplemental information, and fund balances for all State and Sole Custody funds
 - Due on July 29
- Posted to [OSC website](#)



Analyze Enacted Budget Legislation

- Review Article VII language to determine impact on cash basis of reporting related to:
 - Funds
 - Agencies/Business Units (BU)
 - Consolidated Laws (State Finance, Tax, Education, etc.)



Fund Classification Manual (FCM)

- Prepare and Publish
 - Contains all Joint Custody Funds and Sole Custody Funds
 - Contains information on each fund included in the financial statements
 - Updated annually and posted to [OSC website](#) in January



Bank Reconciliations

- New York State General Checking account
- Comptroller's Refund account
- Department of Labor accounts that are part of State funds



System Verifications & Reconciliations

- Daily verification of SFS modules to the general ledger
- Daily reconciliation of all payments to ensure they flow through to the general ledger
- Other system reconciliations
 - Deal Management/Investments
 - E-Licensing



Sole Custody Reporting



New York State Comptroller
THOMAS P. DiNAPOLI

Annual Reporting Requirements

- State Finance Law (SFL) §8(2) requires that the Comptroller “keep, audit and state all accounts in which the state is interested, and keep accurate and proper books, showing their conditions at all times.”
- SFL §116 requires public officers/agencies to provide statements for accounts maintained on the State’s behalf.
- Information is collected in an online system annually.
- Used to generate New York State’s required financial statements on a cash basis and in accordance with GAAP.



Annual Reporting Key Dates

January or earlier

- Application is available for agencies to review and update Sole Custody Report information.

January – February

- Email sent to agencies asking them to confirm contact information. New contacts receive user ID and password.

March

- Agencies should verify sole custody bank reconciliations are current and items are cleared. Confirm report information is accurate.

April 1

- Official Sole Custody reporting start date.

April 30

- Submissions must be completed by this date.

May – June

- A random selection of reports chosen for additional review – if supporting documentation is not attached to report submission, selected agencies are contacted to provide bank statements, March 31 reconciliation, and outstanding check listing.



New York State Comptroller
THOMAS P. DiNAPOLI

What are Sole Custody Funds?

- Bank Accounts
 - Checking, savings, money market, certificate of deposit (CD), concentration, controlled disbursement, lock box
- Investment Accounts
- Short Term Investment Pool (STIP)
 - Part of NYS General Checking Account
 - Earns higher interest rate
 - STIP funds begin with 7
 - Funds invested in STIP should equal balance in Statewide Financial System (SFS) as of March 31



What is a Sole Custody Bank Account?

- Bank accounts held outside of the State Treasury in the sole custody of a State official.
- Maintained by agencies for revenue collection and other authorized sole custody purposes.



Use of Sole Custody Data Collected

- Cash balances (bank, STIP, and investment) along with deposits and disbursements are reported annually in the:
 - Comptroller's Annual Report to the Legislature on State Funds Cash Basis of Accounting on Schedule C-4
 - Basic Financial Statements and Other Supplementary Information and the Annual Comprehensive Financial Report
 - Statement of Net Position
 - Balance Sheet
- Purpose, Revenue Sources, Disbursements, and Statutory Reference are included in the [Fund Classification Manual](#) (reviewed and updated annually)




Sole Custody Report Flow



Report Status Flow



Accessing Sole Custody Application Via Online Services Portal

**New York State Comptroller**
THOMAS P. DINAPOLI TEST

Online Services

Online Services

Login

User ID *

Password *

Help Topics

- Need an account
[? Enroll Now](#)
- I forgot my User ID
- I forgot my Password
- [Learn more about our Online Services.](#)

Announcements


No announcements to report.

Online Services Applications

Government


Local Government

Vendors

**VendRep System**


The VendRep System is a secure application which allows vendors to enter, maintain and certify their Vendor Responsibility Questionnaires. Once the questionnaire is certified, it is available for review by authorized New York State Contracting Entity users. Access to New York State contract data is also available through the VendRep System.


[More Details](#) [Enroll](#)

**Contract Submission System**

The Contract Submission System (CSS) is a secure application which allows State authorities to submit contracts and contract amendments for prior approval or filing, as required by Public Authorities Law (PAL) 2879-(a) and NYCRR Part 206.

[More Details](#)

**Electronic Documents Submission System**

**Public Authorities Reporting Information System**



Common Reporting Issues

- Creating a new report when a report exists from the prior year
- Reporting all deposits and disbursements under “Other Deposits” – these should be reported under the proper category
- Using Bank Balance Adjustment for reporting deposit in transit and/or outstanding checks
- Outstanding (uncleared) checks/deposits in transit listed as Book Adjustments – these are components of the bank reconciliation and are accounted for in the Calculation of Total Bank Balance
- Do not report Advance Accounts in the Sole Custody Application



Sole Custody Resources

[Sole Custody Resource Page](#)

Fall Conference 2022 Presentation:

- [Video](#)
- [PDF](#)



Schedule of Expenditures of Federal Awards (SEFA)



New York State Comptroller
THOMAS P. DiNAPOLI

Schedule of Expenditures of Federal Awards (SEFA)

- Part of the Federal Single Audit
- New York State is required to prepare annually
- Division of Budget is the owner of the Single Audit contract
- Office of the State Comptroller (OSC) compiles the SEFA using information gathered from the Statewide Financial System (SFS), State agencies and select public benefit corporations
- Prepared on a cash basis of accounting for the State Fiscal Year ending on March 31



Federal Law Requiring Preparation of the SEFA

2 CFR 200.510(b) *Schedule of expenditures of Federal Awards*. The auditee must also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements which must include the total Federal awards expended as determined in accordance with [§200.502](#).



Agencies Excluded from the SEFA

- New York State and Local Retirement System
- State Lottery
- City University of New York
- Research Foundation of the State University of New York
- All Public Benefit Corporations except these five that are included:
 - Dormitory Authority of the State of New York
 - New York State Energy Research and Development Authority
 - Hugh C. Carey Battery Park City Authority
 - Housing Trust Fund Corporation
 - Higher Education Services Corporation



What Is Included in the SEFA?

- Included in the SEFA total are:
 - Program spending on all approved federal grant awards
 - Summarized by their Assistance Listing Number (ALN), previously referred to as the Catalog of Federal Domestic Award (CFDA#)
 - Reported by total spending and subrecipient spending
 - Grouped by federal agency
 - Pre-awards are NOT included
 - Amounts passed through to subrecipients for each program
 - Pass-through amounts the State received from non-federal entities
 - Noncash assistance
 - Loans and loan guarantee programs



Time Frame

- Preparation of the SEFA begins in January
 - OSC provides preliminary spending to auditors in January and March
- In April, agencies are sent packages listing their disbursements by ALN
 - Agencies review and verify total ALN and subrecipient spending in the package
 - Files to be returned to OSC towards end of May
- OSC reviews the files received back from agencies during June and July
- OSC compiles all federal spending for the State in August
- The SEFA is due to auditors by end of August
- The final audited SEFA is filed with the federal government no later than December 31



Subrecipient vs. Contractor

- Subrecipient
 - NYS agency receives a federal award and then provides an award to a non-state entity who uses award money to help carry out the purpose of the federal award
- Contractor
 - State agency uses federal award money to purchase goods or services which are used by the State agency in carrying out purpose of ALN award



Pass-through vs. Suballocation

- Pass-through
 - Non-federal entity receives money from the federal government
 - State agencies receive money from a non-federal or non-state entity
 - State agency is the subrecipient of a federal award
 - Need to include the pass-through entities name and the pass-through entities identifying number
 - Usually, their EIN number
- Suballocation
 - When one State agency allocates a portion of their appropriation to another State agency to spend



Notes to the SEFA

- OSC also prepares the accompanying Footnotes to the SEFA
- Included in the notes are:
 - Significant accounting policies
 - Year-end loan balances
 - Noncash awards



Federal Single Audit History

- Prior Federal Single Audits are located on the [Federal Audit Clearinghouse](#) website.



GAAP Reporting Unit Responsibilities



New York State Comptroller
THOMAS P. DiNAPOLI

What Is GAAP Financial Reporting?

- Generally Accepted Accounting Principles (GAAP)
- State Finance Law – Article 2 section 8(9)
 - Report to Legislature MUST be completed by July 29
 - Report reconciles receipts to revenue and disbursements to expenditures by department and major function
- Accounting Basis
 - Cash Basis Reporting (pre-1982)
 - Modified Accrual (Fund Accounting)
 - Full Accrual (GASBS 34)



Definitions

- GASB – Governmental Accounting Standards Board
- GFOA – Government Finance Officers Association
- AFRP – Agency Financial Reporting Package
- Certificate of Achievement for Excellence in Financial Reporting



Fund Accounting



New York State Comptroller
THOMAS P. DiNAPOLI

What Is a Fund?

A fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances which are segregated for the purpose of carrying on specific activities



Difference in Basis of Accounting

	Cash	Modified Accrual	Accrual
Definition	Recognizes increases and decreases in financial resources only to the extent that cash is received or payment is made.	Recognizes increases and decreases in financial resources only to the extent they reflect near-term inflows or outflows of cash.	Recognizes increases and decreases in economic resources as soon as the underlying event or transaction occurs.
Receipts	Recognized when resources are received.		
Revenues		Recognized when earned as long as they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period (available).	Recognized as soon as earned.
Disbursements	Recognized when payments are made.		
Expenditures		Recognized when payment is due or satisfied with expendable available financial resources.	
Expenses			Recognized as soon as liability is incurred.



Difference in Basis of Accounting

	Cash	Modified Accrual	Accrual
Taxes	Recorded by the State only when cash is either received or disbursed.	Recorded by the State when cash will either be received or disbursed within one year of the statement issue date. Example: April 15	The State records all revenues and refunds for taxes.
Bond Issuance	Recorded by the State as an Other Financing Source at the time the bonds are issued.	Recorded by the State as an Other Financing Source at the time the bonds are issued.	The State records all General Obligation Debt outstanding as Bonds Payable.
Bond Repayment	Recorded by the State as Debt Service disbursement at the time the payment is made.	Recorded by the State as Debt Service expenditure at the time the payment is due.	The State records principal payments as a reduction of Bonds Payable and interest payments as an expense.



Fund Categories

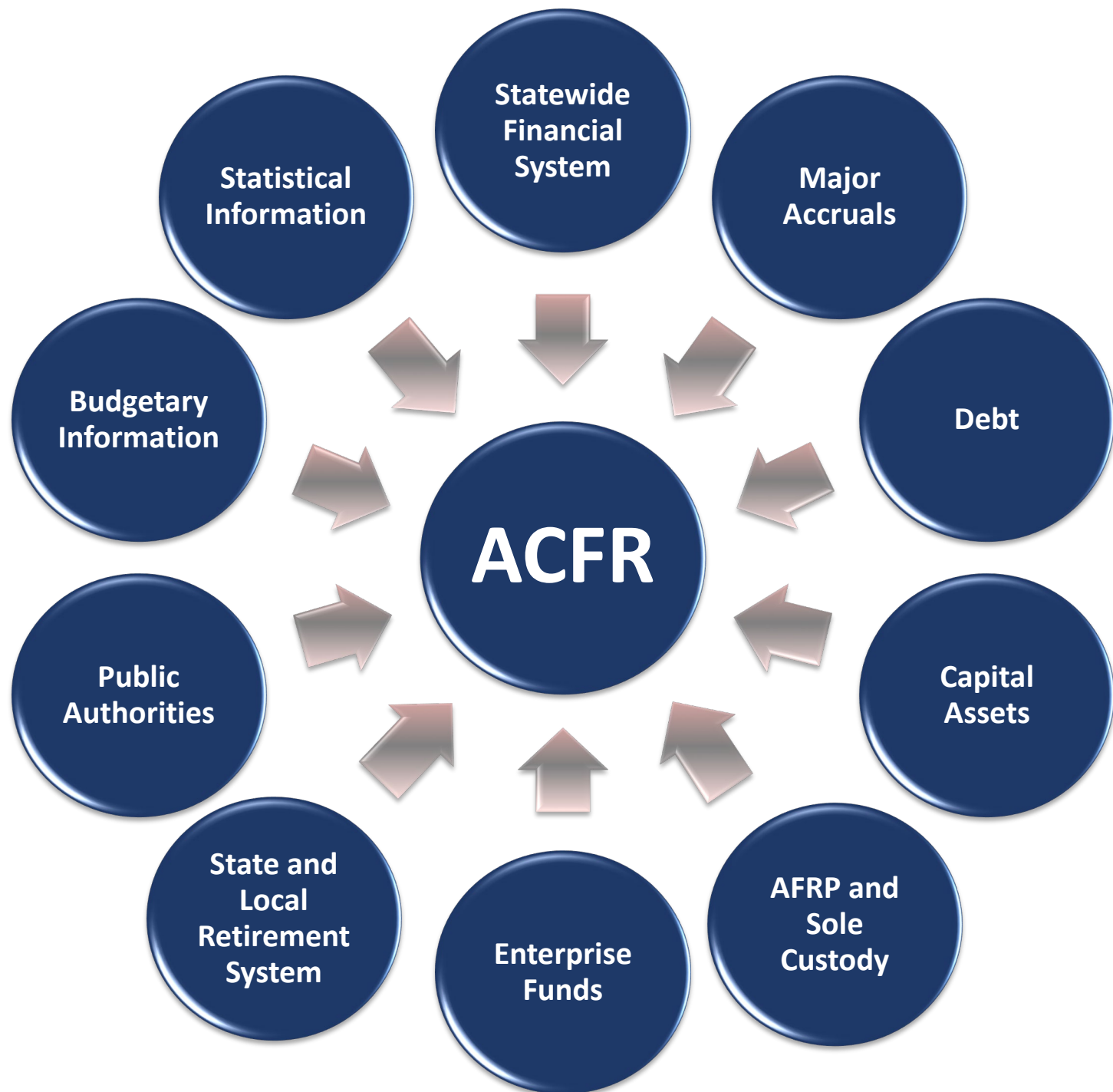
- **Governmental**
 - Generally does not match resources to uses
 - Use current financial resources measurement focus and modified accrual basis of accounting
- **Proprietary**
 - Match revenues to expenses
 - Use economic resources measurement focus and accrual basis of accounting
- **Fiduciary**
 - Government holds assets as a trustee or agent
 - Cannot be used to support programs
 - Use economic resources measurement focus and accrual basis of accounting



Why Is Financial Reporting Important?

- Recognizes the true financial position and condition of the State, and reports the condition to the taxpayers
- GAAP financial statements present timely modified accrual and full accrual-based financial statements to the public, bond rating agencies, investment banks, etc.
- Enables comparability with other states and over a period of time







Your daily work flows to the reports



New York State Comptroller
THOMAS P. DiNAPOLI





“Hey, we’re government accountants.
These numbers aren’t supposed to add up.”



New York State Comptroller
THOMAS P. DiNAPOLI

Obligation Date



New York State Comptroller
THOMAS P. DiNAPOLI

Obligation Date

Required dates for various transactions in SFS

- Budget Date
 - Controls the budget period in which the transaction will be processed in the Commitment Control Ledger(s)
 - Must be in an open budget period
- Accounting Date
 - Date the transaction is entered (i.e. the current date) into the SFS
 - Controls the accounting period and fiscal year in which the transaction is recorded in the Modified Accrual Ledger
- Obligation Date
 - The primary date used for the accrual and modified accrual bases of accounting and reporting
 - The date goods were received or services were completed, and the State incurred a liability (accounts payable), or the date goods or services were provided by the State that resulted in a claim for collection from the State (accounts receivable)



Obligation Date

Automated Accrual Process

- The Automated Accrual process is designed to generate the desired accrual accounting entries for modified accrual reporting.
- Accrual journal entries will be generated as needed (quarterly). This entry will use the obligation date to identify accounting entries that should be reflected in the prior period.
- The Accrual journal entries will post the transaction to the prior period (March) and will reverse in the current period (April). This reversal will effectively negate the accounting in the current period.
- The cash disbursement will still be recorded in the current period (April).



Obligation Date

Voucher Example:

- An agency receives an invoice on April 15, 2023 from a consultant who performed services for the agency from January 1, 2023 – March 31, 2023. Payment is due on May 15, 2023.
 - Accounting Date = Date recorded in SFS (April)
 - Obligation Date = March 31, 2023
- The Accrual process journal entry will be recorded in FY 2022-23

Expenditure	\$XXX
Accounts Payable	\$XXX
- The Accrual process journal entry will reverse in FY 2023-24

Accounts Payable	\$XXX
Expenditure	\$XXX



Obligation Date

Obligation Date Examples:

- Goods and Services
 - Date goods were received or services were performed (last day)
 - Payments made pursuant to a contract – use date specified in the contract
- Prepayments (insurance, subscriptions, maintenance contracts, rent, etc.)
 - Date indicated on a payment schedule in a contract or agreement
 - If no payment schedule, the first day the service begins
 - Example: Rent = 1st of the month
- Grant Payments
 - If requirements – date that the grantee fulfilled all requirements
 - If no requirements – date determined by program legislation, or when DOB authorizes the payment



AFRP

Agency Financial Reporting Package



Agency Financial Reporting Package

Agency Financial Reporting Package

- Gathers information outside of the Statewide Financial System (SFS)
- Collects information from approximately 215 State agencies
- Used for annual and interim reporting
- Agency uses an online system



Agency Financial Reporting Package

Business Services Center (BSC) Communication to Agencies

- Services provided to client agencies do not extend to financial reporting. Agencies are still responsible for completing the AFRP.
- Agencies completing the AFRP should contact the BSC at least one week in advance of the date the information is needed for reporting to request, as applicable, in-process work that will impact reported information in the AFRP.
- Information includes:
 - Invoices received but not yet entered or approved by OSC.
 - Billings collected but not yet processed (not already in SFS).
- Agencies still need to consider internal work to ensure reporting is complete.



Agency Financial Reporting Package

Redevelopment Project

- Current system was implemented in 2006
- GASBS implemented since 2006 require additional information to be added to the reporting package:
 - Intangibles
 - Asset Retirement Obligations
- New database enables easier:
 - Enrollment
 - Reporting
- Login and screens will look similar to the sole custody database
- Rollout is anticipated for interim reporting, September 2024
- First year-end reporting March 2025



Agency Financial Reporting Package

What Is an Accounts Receivable?

- The amount you have the right to collect because you sold goods or services to a customer
- Refers to the outstanding invoices or money that is owed from customers
- It is the legal obligation for the customer to remit cash



Agency Financial Reporting Package

Gross Accounts Receivable

- Receivables exist when revenues are owed to the State, but cash is not received and recorded in SFS before March 31
- Classified as current and long-term receivables
- Approximately 30 agencies and \$698 million recorded for March 31, 2023
- Details reported in Note 4



Agency Financial Reporting Package

New York State Office of the State Comptroller

Thomas P. DiNapoli, State Comptroller

[Logoff](#)

[Main Menu](#)
(Selection of Agency.)

[AFRP Main Page](#)

[Compensated Leave](#)
[Absences](#)

[Miscellaneous Accounts](#)
[Receivable](#)

[Miscellaneous Accrued](#)
[Liabilities](#)

[Patient/Client Revenues](#)
[Receivable](#)

[Local Assistance Accrued](#)
[Liabilities](#)

[External Reports](#)

[Contingencies](#)

[EDP and](#)
[Telecommunications](#)
[Equipment Lease](#)
[Commitments](#)

[Landfill](#)

2023 Agency Financial Reporting Package

Reporting for Agency: 01020 Division of Parole

Miscellaneous Accounts Receivable

[Miscellaneous Accounts Receivable Form](#)

If your agency has nothing to report for this section, please return to the AFRP Main Page and click on the appropriate box in the table.

Miscellaneous accounts receivable are reported to OSC electronically by clicking on the link above. Receivables are claims against an individual, private or non-profit organization or commercial entity, generally arising from goods, services, revenue contracts, permits or licensing privileges or penalties imposed by State agencies.

Receivable items that need **not** be reported are as follows

- amounts due from the Federal government
- patient receivables
- amounts due from other State funds
- taxes receivable

Please complete the electronic form listing all funds for which your agency collects receivables and submit by **April 21, 2023**. If you have any questions, please contact Deanne Webster at (838) 910-4535 or email at finrep@osc.ny.gov.

Agency Financial Reporting Package

Instructions

(Report amounts in thousands)

- Using the drop down menu, indicate the fund number to which receivables relate.
- Report the total current portion of accounts receivable (the amount expected to be collected by **March 31, 2024**).
- Report your estimate of the uncollectible portion relating to current receivables.*
- Report the total long-term portion of accounts receivable (the amount expected to be collected after **March 31, 2024**).
- Report your estimate of the uncollectible portion relating to long-term receivables.
- Enter the required information for the person preparing the form. An (optional) additional contact may be provided if you would like us to contact someone other than the preparer regarding questions we may have.
- If you intend to make modifications to the form, you may click the "Save as Draft" button and return to the form for future revisions. Please keep in mind when the form is saved as a draft, it will NOT be submitted to OSC.
- To edit a form that has been saved as a draft, double-click on the form to open it, and then click the "Edit Draft" button.
- When you have completed the form, please click on the "Submit to OSC" button. Once you have submitted the document, changes cannot be made.

*Please Note: An account would be deemed uncollectible if it has been outstanding in excess of one year and there has been no collection activity in the past year. Generally, uncollectible estimates are based on historical experience and represent a percentage of the accounts receivable balance (current and long-term) reported.

Agency Financial Reporting Package

Gross Accounts Receivable

Balance Sheet Governmental Funds

March 31, 2023
(Amounts in millions)

	Major Funds			Other Governmental Funds	Eliminations	Total
	General	Federal Special Revenue	General Debt Service			
ASSETS:						
Cash and investments.....	\$ 55,075	\$ 10,997	\$ 6,633	\$ 15,687	\$ -	\$ 88,392
Receivables, net of allowances for uncollectibles:						
Taxes.....	10,761	-	8,062	875	-	19,698
Leases.....	32	-	-	-	-	32
Due from Federal government.....	-	20,550	7	626	-	21,183
Other.....	2,658	1,042	-	2,868	-	6,568
Due from other funds.....	4,146	69	-	1,990	(4,740)	1,465
Other assets.....	748	169	-	1	-	918
Total assets.....	\$ 73,420	\$ 32,827	\$ 14,702	\$ 22,047	\$ (4,740)	\$ 138,256



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

Gross Accounts Receivable

STATE OF NEW YORK

Statement of Net Position

March 31, 2023

(Amounts in millions)

	Primary Government			Component Units
	Governmental Activities	Business-Type Activities	Total	
ASSETS:				
Cash and investments.....	\$ 88,392	\$ 10,994	\$ 99,386	\$ 68,766
Receivables, net of allowances for uncollectibles:				
Taxes.....	19,698	-	19,698	-
Leases.....	32	7	39	3,039
Due from Federal government.....	20,995	39	21,034	-
Loans and notes.....	-	-	-	31,287
Other.....	6,568	4,678	11,246	4,619
Internal balances.....	415	244	659	-
Net pension asset.....	3,254	665	3,919	178
Net other postemployment benefits asset.....	-	85	85	151
Other assets.....	918	268	1,186	3,808
Capital assets:				
Land, infrastructure and construction in progress.....	87,805	3,663	91,468	26,734
Buildings, equipment, land improvements and infrastructure, net of depreciation.....	6,436	14,903	21,339	91,125
Leases, net of amortization.....	2,229	911	3,140	3,006
Intangible assets, net of amortization.....	594	138	732	497
Derivative instruments.....	-	-	-	271
Total assets.....	237,336	36,595	273,931	233,481



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

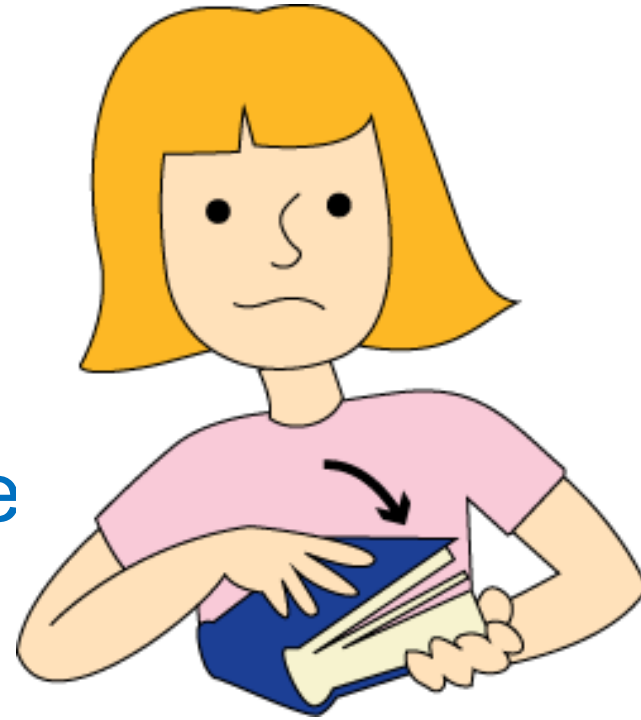
What Is an Accounts Payable?

- The amount owed because of a purchase of goods or services from a vendor
- You received the goods or services and have not paid the vendor
- Entity's obligation to pay off debt
- Entered into SFS by quarter end



Agency Financial Reporting Package

What happens
when the books close



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

Gross Miscellaneous Accrued Liabilities

- Outstanding liabilities are moneys owed by the State at year end, and not entered into SFS by April 30 with an obligation date of March 31 or earlier
- Classified as current and long-term liabilities
- Approximately 20 agencies and \$77 million for March 31, 2023
- Details on liabilities are reported in Note 8



Agency Financial Reporting Package

New York State Office of the State Comptroller

Thomas P. DiNapoli, State Comptroller

[Logoff](#)

[Main Menu](#)

[\(Selection of Agency\)](#)

[AFRP Main Page](#)

[Compensated Leave
Absences](#)

[Miscellaneous Accounts
Receivable](#)

[Miscellaneous Accrued
Liabilities](#)

[Patient/Client Revenues
Receivable](#)

[Local Assistance Accrued
Liabilities](#)

[External Reports](#)

[Contingencies](#)

[EDP and
Telecommunications
Equipment Lease
Commitments](#)

[Landfill](#)

[Pollution Remediation](#)

2023 Agency Financial Reporting Package

Reporting for Agency: 01020 Division of Parole

Miscellaneous Accrued Liabilities

[Miscellaneous Accrued Liabilities Form](#)

If your agency has nothing to report for this section, please return to the AFRP Main Page and click on the appropriate box in the table.

To ensure that Miscellaneous Accrued Liabilities are properly reported, **all** material (significant) liabilities incurred as of **March 31, 2023** must be reported. Liabilities exist when goods and/or services are received prior to **April 1, 2023** and **HAVE NOT** been previously reported to OSC or are not expected to be posted (vouchers entered or bulkloaded with an obligation date of **March 31, 2023** or earlier) into the Statewide Financial System by **April 30, 2023**.

An example of material (significant) liabilities may be goods which were received by your agency prior to **April 1, 2023**. The liability has been incurred but because there might have been some dispute that was not resolved by **April 30, 2023**, it was not entered into the Statewide Financial System by that date. Materiality is defined as aggregated liabilities greater than or equal to \$50,000.

Please complete the electronic form listing all funds with unreported liabilities which meet the previously stated thresholds by clicking on the link above and submit by **April 21, 2023**. If you have any questions, please contact Deanne Webster at (838) 910-4535 or email at finrep@osc.ny.gov.

Agency Financial Reporting Package

Instructions

(Report amounts in thousands)

- Enter the appropriate fund number from the drop down menu.
- Current liabilities are those liabilities expected to be paid on or before **March 31, 2024**. Please enter amount in table.
- Long-term liabilities are those liabilities expected to be paid after **March 31, 2024**. Please enter amount in table.
- The total amount includes both current liabilities and long-term liabilities (this is a calculated field).*
- Enter the required information for the person preparing the form. An (optional) additional contact may be provided if you would like us to contact someone other than the preparer regarding questions we may have.
- If you intend to make modifications to the form, you may click the "Save as Draft" button and return to the form for future revisions. Please keep in mind when the form is saved as a draft, it will NOT be submitted to OSC.
- To edit a form that has been saved as a draft, double-click on the form to open it, and then click the "Edit Draft" button.
- When you have completed the form, please click on the "Submit to OSC" button. Once you have submitted the document, changes cannot be made.

*Please Note: Encumbrances should **not** be reported. Encumbrances are **not** liabilities but represent a budgetary tool for reserving a portion of your appropriation.

Please refer to separately issued instructions should your agency be required to report local assistance program-related liabilities.

Agency Financial Reporting Package

Gross Miscellaneous Accrued Liabilities

Balance Sheet Governmental Funds

March 31, 2023

(Amounts in millions)

	Major Funds			Other		
	General	Federal Special Revenue	General Debt Service	Governmental Funds	Eliminations	Total
LIABILITIES:						
Tax refunds payable.....	\$ 11,352	\$ -	\$ 6,250	\$ 1,026	\$ -	\$ 18,628
Accounts payable.....	569	32	-	300	-	901
Accrued liabilities.....	7,316	9,169	14	266	-	16,765
Payable to local governments.....	3,564	10,762	800	304	-	15,430
Due to other funds.....	665	1,359	686	2,459	(4,740)	429
Pension contributions payable.....	1	-	-	-	-	1
Unearned revenues.....	6,070	11,185	-	4	-	17,259
Total liabilities.....	29,537	32,507	7,750	4,359	(4,740)	69,413



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

Gross Miscellaneous Accrued Liabilities

STATE OF NEW YORK

Statement of Net Position

March 31, 2023

(Amounts in millions)

	Primary Government			Component Units
	Governmental Activities	Business-Type Activities	Total	
LIABILITIES:				
Tax refunds payable.....	18,628	-	18,628	-
Accounts payable.....	901	755	1,656	635
Accrued liabilities.....	19,539	2,254	21,793	21,810
Payable to local governments.....	15,430	-	15,430	-
Interest payable.....	112	232	344	-
Pension contributions payable.....	1	-	1	31
Unearned revenues.....	17,259	597	17,856	3,206
Long-term liabilities:				
Due within one year.....	2,669	1,054	3,723	7,142
Due in more than one year:				
Tax refunds payable.....	1,780	-	1,780	-
Accrued liabilities.....	5,183	1,310	6,493	859
Payable to local governments.....	384	-	384	-
Due to Federal government.....	300	8,298	8,598	-



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

Local Assistance Liabilities

- Local assistance liabilities exist when the required services have been provided or contractual requirements have been met
- Reported when the liability is not entered into SFS by April 30
- Details are reported in Note 8



Local Assistance Accrued Liabilities

New York State Office of the State Comptroller

Thomas P. DiNapoli, State Comptroller

[Logoff](#)

[Main Menu](#)
(Selection of Agency)

[AFRP Main Page](#)

[Compensated Leave](#)
[Absences](#)

[Miscellaneous Accounts](#)
[Receivable](#)

[Miscellaneous Accrued](#)
[Liabilities](#)

[Patient/Client Revenues](#)
[Receivable](#)

[Local Assistance Accrued](#)
[Liabilities](#)

[External Reports](#)

[Contingencies](#)

[EDP and](#)
[Telecommunications](#)
[Equipment Lease](#)
[Commitments](#)

[Landfill](#)

[Pollution Remediation](#)
[Obligations](#)

2023 Agency Financial Reporting Package

Reporting for Agency: 01020 Division of Parole

Local Assistance Accrued Liabilities

[Local Assistance Accrued Liabilities Form](#)

If your agency has nothing to report for this section, please return to the AFRP Main Page and click on the appropriate box in the table.

OSC is requesting agency assistance in reporting liabilities for certain local assistance programs administered by your agency. To ensure that local assistance liabilities are properly accounted for in the **March 31, 2023** financial statements, all material liabilities incurred as of **March 31, 2023** that were not posted (vouchers entered or bulkloaded with an obligation date of **March 31, 2023** or earlier) to the Statewide Financial System by **April 30, 2023** must be reported.

Liabilities exist when the required services have been provided or contractual requirements have been met on behalf of your agency or the State by **March 31, 2023**. For example, you may be aware that certain services or State aid requirements were performed by **March 31, 2023** but they **WILL NOT** be entered into the Statewide Financial System by **April 30, 2023** because the required claims and supporting documentation will not be received in time. Materiality is generally defined as an individual liability greater than or equal to \$50,000, or a group of lesser liabilities which when added together total more than \$50,000.

The total amount includes current liabilities and long-term liabilities. Current liabilities are those liabilities expected to be paid **on or before March 31, 2024**. Long-term liabilities are those liabilities expected to be paid **after March 31, 2024**. Encumbrances should not be reported. Encumbrances are **not** liabilities but represent a budgetary tool for reserving a portion of your appropriation. To ensure that there is no double counting of these liabilities, this determination should be made **after April 30, 2023**.

Please complete the electronic form by clicking on the link above and submit by **May 05, 2023**. If you have any questions concerning this request, please contact Charonda Parker at (838) 910-5418 or email at finrep@osc.ny.gov.

Local Assistance Accrued Liabilities

Instructions

(Report amounts in thousands)

In the electronic form,

- Pick the fund number from the drop down menu that the local assistance accrued liabilities are associated with.
- Enter the current portion of accrued liabilities. Current liabilities are those liabilities expected to be paid on or before **March 31, 2024**.
- Enter the long-term portion of accrued liabilities. Long-term liabilities are those liabilities expected to be paid after **March 31, 2024**.*
- Enter the required information for the person preparing the form. An (optional) additional contact may be provided if you would like us to contact someone other than the preparer regarding questions we may have.
- If you intend to make modifications to the form, you may click the "Save as Draft" button and return to the form for future revisions. Please keep in mind when the form is saved as a draft, it will NOT be submitted to OSC.
- To edit a form that has been saved as a draft, double-click on the form to open it, and then click the "Edit Draft" button.
- When you have completed the form, please click on the "Submit to OSC" button. Once you have submitted the document, changes cannot be made.

*Please Note: Encumbrances should not be reported. Encumbrances are not liabilities but represent a budgetary tool for reserving a portion of your appropriation.

Agency Financial Reporting Package

Local Assistance Liabilities

Balance Sheet Governmental Funds

March 31, 2023
(Amounts in millions)

	Major Funds			Other		
	General	Federal Special Revenue	General Debt Service	Governmental Funds	Eliminations	Total
LIABILITIES:						
Tax refunds payable.....	\$ 11,352	\$ -	\$ 6,250	\$ 1,026	\$ -	\$ 18,628
Accounts payable.....	569	32	-	300	-	901
Accrued liabilities.....	7,316	9,169	14	266	-	16,765
Payable to local governments.....	3,564	10,762	800	304	-	15,430
Due to other funds.....	665	1,359	686	2,459	(4,740)	429
Pension contributions payable.....	1	-	-	-	-	1
Unearned revenues.....	6,070	11,185	-	4	-	17,259
Total liabilities.....	29,537	32,507	7,750	4,359	(4,740)	69,413



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

Local Assistance Liabilities

STATE OF NEW YORK

Statement of Net Position

March 31, 2023

(Amounts in millions)

	Primary Government		
	Governmental Activities	Business-Type Activities	Component Units
			Total
LIABILITIES:			
Tax refunds payable.....	18,628	-	18,628
Accounts payable.....	901	755	1,656
Accrued liabilities.....	19,539	2,254	21,793
Payable to local governments.....	15,430	-	15,430
Interest payable.....	112	232	344
Pension contributions payable.....	1	-	1
Unearned revenues.....	17,259	597	17,856
Long-term liabilities:			
Due within one year.....	2,669	1,054	3,723
Due in more than one year:			
Tax refunds payable.....	1,780	-	1,780
Accrued liabilities.....	5,183	1,310	6,493
Payable to local governments.....	384	-	384
Due to Federal government.....	300	8,298	8,598



New York State Comptroller
THOMAS P. DiNAPOLI

Agency Financial Reporting Package

Other Agency Financial Reporting Package Areas

- Compensated Absences
- Patient/Client Revenue Receivables
- External Reports
- Contingencies Questionnaire
- Landfill Survey
- Pollution Remediation Obligations



Agency Financial Reporting Package

Compensated Absences

- Reports the liability owed by the State for employees' accumulated annual leave
- Sample of 4,000 used to record an approximate \$1.1 billion for March 31, 2023
- Reported in accrued liabilities on the Statement of Net Position
- Details reported in Note 11



Agency Financial Reporting Package

Contingencies

- Represents a condition, situation or circumstance involving a possible loss
- Examples include audit disallowance, adverse litigation, claims or assessments
- Information is compared to open cases with the Attorney General's Office
- Details reported in Note 10 or 11



GASB Statements



New York State Comptroller
THOMAS P. DiNAPOLI

Current GASB Statements

In 2024

- GASBS 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements
- GASBS 97 – Certain Component Unit Criteria, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans

In 2025

- GASBS 100 – Accounting Changes and Error Corrections
- GASBS 101 – Compensated Absences



GFO


Guide to Financial Operations



New York State Comptroller
THOMAS P. DiNAPOLI

Guide to Financial Operations

Located on the [OSC Website](#)



Office of the NEW YORK
STATE COMPTROLLER
NYS Comptroller Thomas P. DiNapoli

Login Subscribe Translate

Join Our Team

About - Unclaimed Funds Retirement - Local Government Agencies Vendors Reports - Newsroom

Home / Search

Chapters

- I. OSC Guide to Financial Operations Overview
- II. New York State Financial Accounting
- III. Statewide Financial System (SFS)
- IV. Accounting Codes - Uses and Descriptions
- V. Chart of Accounts (COA) Governance
- VI. Budgets
- VII. State Revenues and Appropriated Loan Receivables
- VIII. Accounts Payable Journal Vouchers & General Ledger Journal Entries
- IX. Federal Grants
- X. Guide to Vendor/Customer Management
- XI. Procurement and Contract Management
- XI-A. Purchasing
- XII. Expenditures
- XIII. Employee Expense Reimbursement
- XIV. Special Procedures

Search results in "Guide to Financial Operations"

XV.12 Refund of Appropriation and Report of Moneys Received

... For current End of Fiscal Year (FYE) deadlines and notices, please visit the Calendar . **Refund of Appropriation** Expenditure (AC1286-S) and Report of Monies ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xv/xv12-refund-appropriation-and-report-moneys-received>

IX.12.O Refunds

... Interest will be calculated on the federal percentage of all **refund** transactions executed by the state where such amounts ... State Treasury for credit to the appropriate federal funds **appropriation**, but in no event shall this transfer occur less ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-ix/ix12o-refunds>

XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

... SECTION OVERVIEW AND POLICIES The purpose of this section is to provide guidance to agencies for when ... if necessary, or cancelling the voucher and restoring the **appropriation**. Information on how to reissue or cancel other ... for use by the Workers' Compensation Board P Comptroller's **Refund** Account Chapter XII.9.G – Reissuing or Cancelling a ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xii/xii9c-reissuing-or-cancelling-vendor-employee-expense-or-ssissp-check>

XII.9.D Refunds Owed to the State

... State Vendor File. When a vendor owes a Business Unit a **refund** based on goods or services the Business Unit has ... the funds. This section outlines the process for each of these options. Cancel the check Process a credit memo ... Comptroller (OSC) will cancel the voucher to credit the **appropriation**. Business Units do not need to process their ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xii/xii9d-refunds-owed-state>

VII.3 AP Adjustment Voucher Overview

... This Section explains the appropriate types of transactions and required Vendor ID to be used on each AP ... to them. These returns of payments are called "Refunds of **Appropriation**" (ROA) and result in a credit to the ... an AP Adjustment Voucher with an Account code of: 32207 **Refund** – Lapsed Approps, on the credit line. Federal Grants ...

Guide to Financial Operations



Office of the NEW YORK

STATE COMPTROLLER

NYS Comptroller Thomas P. DiNapoli

Login Subscribe Translate

Join Our Team

About -

Unclaimed Funds

Retirement -

Local Government

Agencies

Vendors

Reports -

Newsroom

refund of appropriation



Home / Search

Search

refund of appropriation



XV.12 Refund of Appropriation and Report of Moneys Received

... For current End of Fiscal Year (FYE) deadlines and notices, please visit the Calendar . **Refund of Appropriation** Expenditure (AC1286-S) and Report of Monies ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xv/xv12-refund-appropriation-and-report-moneys-received>

IX.12.O Refunds

... Interest will be calculated on the federal percentage of all **refund** transactions executed by the state where such amounts ... State Treasury for credit to the appropriate federal funds **appropriation**, but in no event shall this transfer occur less ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-ix/ix12o-refunds>

XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

... SECTION OVERVIEW AND POLICIES The purpose of this section is to provide guidance to agencies for when ... if necessary, or cancelling the voucher and restoring the **appropriation**. Information on how to reissue or cancel other ... for use by the Workers' Compensation Board P Comptroller's **Refund** Account Chapter XII.9.G – Reissuing or Cancelling a ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xii/xii9c-reissuing-or-cancelling-vendor-employee-expense-or-ssissp-check>

XII.9.D Refunds Owed to the State

... State Vendor File. When a vendor owes a Business Unit a **refund** based on goods or services the Business Unit has ... the funds. This section outlines the process for each of these options. Cancel the check Process a credit memo ... Comptroller (OSC) will cancel the voucher to credit the **appropriation**. Business Units do not need to process their ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xii/xii9d-refunds-owed-state>

Operational Advisory No. 18

... Subject: Two **Refund of Appropriation** Vendor IDs to be Inactivated ...

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xii/xii9d-refunds-owed-state>

Guide to Financial Operations

Located on the [OSC Website](#)



Office of the NEW YORK

STATE COMPTROLLER

NYS Comptroller Thomas P. DiNapoli

[Login](#) [Subscribe](#) [Translate](#)

[Join Our Team](#)

[About](#) ▾

[Unclaimed Funds](#)

[Retirement](#) ▾

[Local Government](#)

[Agencies](#)

[Vendors](#)

[Reports](#) ▾

[Newsroom](#)



[Home](#) / [State Agencies](#) / [Guide to Financial Operations](#) / [VII. State Revenues and Appropriated Loan Receivables](#) / [VII.3 AP Adjustment Voucher Overview](#)

VII. State Revenues and Appropriated Loan Receivables

Guide to Financial Operations

[VII.1 State Revenues Overview](#)

[VII.2 Miscellaneous Receipts / Accounts Receivable Receipts](#)

[VII.3 AP Adjustment Voucher ▾](#)

[VII.4 Appropriated Loan Receivables](#)

[VII.5 Document Retention Requirements](#)

[VII.9 Fringe Benefits and Indirect Costs ▾](#)

[VII.10 Cash Advance ▾](#)

Search Guide to Financial Operations



VII.3 AP Adjustment Voucher Overview

This Section explains the appropriate types of transactions and required Vendor ID to be used on each AP Adjustment Voucher.

New York State often receives checks from vendors, recipients, and employees that represent a return of a full or partial payment previously made to them. These returns of payments are called **"Refunds of Appropriation"** (ROA) and result in a credit to the appropriation expenditures from which the payment was originally made. Specific transactions that are a return of an original payments include:

- **Overpayments or duplicate payments** – a full or partial payment made to the original payee is returned from the same payee (including returns of original purchases made on State issued Procurement cards (PCards)).
- **Reductions and/or close out of agency "cash advance" funds** – a full or partial amount advanced to an authorized cash advance bank account is being returned. See: [Chapter VII, Section 10.C – Reducing a Cash Advance](#) of this Guide.
- **Refunds owed to the State by an Employee** due to Travel & Expense adjustments or for other charges made to the State by an employee in error. See: [Chapter XIII, Section 10 – Refunds Owed to the State by an Employee](#) of this Guide.
- **Women and Infant Children (WIC) Rebates** due to the Federal regulations regarding the State administration of the WIC federal grant program.
- **Fraudulently cashed checks** – the original payment was not cashed by the intended recipient and a new payment must be reissued. See: [Chapter XII.9.C – Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check](#) of this Guide.
- **Misapplied payments made from the General Checking Account as notified by DTF – Treasury**. Occasionally a check that is deposited by the payee will be misapplied at the depositing bank. The check will show as cashed at the bank and in SFS even though the intended payee did not receive the credit. The depositing bank will recoup the funds from where it was misapplied. DTF – Treasury will notify the agency that an AP Adjustment Voucher must be completed so a new payment can be issued.

An AP Adjustment Voucher is used by agencies to submit a ROA. Generally, an agency receives notice of, or executes an electronic or check deposit to the General Checking Account. Once an agency determines that an AP Adjustment Voucher should be submitted in SFS, any checks should be sent to the Department of Taxation and Finance – Treasury (DTF – Treasury) for deposit, see: [Section 3.B - AP Adjustment Voucher Treasury Requirements](#) of this Chapter. Any arrangements to have large dollar electronic or check deposits made to the General Checking Account must be communicated timely to the Bureau of State Accounting Operations – Cash Management Unit by email to cashmanagement@osc.ny.gov. See [Chapter VII.4 – State Revenues Overview](#) for complete guidance.

Guide to Financial Operations

Helpful Sections

Accounts Receivable:

- XVI. Financial Reporting > 4. Accounting Policies and Principles Applicable to Agencies > D. Receivables Other Than Income Taxes and Federal Grants

Accounts Payable:

- VIII. Accounts Payable Journal Vouchers & General Ledger Journal Entries > 1. Accounts Payable Journal Vouchers & General Ledger Journal Entries > A. Accounts Payable Journal Vouchers

Obligation Date:

- XIV. Special Procedures > 2. Obligation, Accounting and Budget Dates

Sole Custody:

- XIV. Special Procedures > 4. Agency Bank Accounts > C. Bank Account Reporting and Reconciliations
- XIV. Special Procedures > 1. Outstanding Check Outreach and Escheatment



Contact Us

If you have additional questions, contact the Bureau of Financial Reporting and Oil Spill Remediation at finrep@osc.ny.gov.



New York State Comptroller
THOMAS P. DiNAPOLI