

Reporting Requirements

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Local Official Training Unit
Division of Local Government and School Accountability



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Purpose of Reporting

- Ensure decision makers have the information they need.
- Inform the public.



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Purpose of Reporting

- Accurate, Reliable, and Current
- Communication
- Summary of Operations
- Internal Controls
- Analysis
- Budgeting
- Multi-Year Planning



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Required Reporting

- Annual Update Document (AUD) or ST-3
- Justice Court Fund (monthly report)
- Property Tax Cap Compliance
- Constitutional Tax Limit
- Foreign Fire Insurance
- Constitutional Debt Limit
- Tax Data Verification

<https://www.osc.state.ny.us/local-government/required-reporting>



Annual Financial Report to OSC

- All cities and counties have up to 120 days after the close of their fiscal year to file their AUD. This is a firm deadline and there is no flexibility given to OSC to extend the filing date beyond this period.
- Fire districts have up to 60 days after close of their fiscal year and may request an extension of an additional 60 days.



AUD Filing Timelines

Towns and Villages

Population	Deadline	Extension
20,000 or more	120 days	None
5,000 – 19,999	90 days	30 days*
Less than 5,000	60 days	60 days*

* Extension request from Chief Fiscal Officer before due date



Justice Court Fund

- Monthly Report due to OSC by 10th
 - Filed by Justices
- Electronic Filing System available
 - <https://nysosc9.osc.state.ny.us/product/JCFIR.nsf/Welcome?OpenForm>
- Municipal Officers will be Invoiced

Property Tax Cap/Tax Cap Compliance

- Property Tax Cap limits the amount that the property tax levy may be increased over the previous year.
- Filed prior to budget adoption.
 - <https://www.osc.state.ny.us/local-government/property-tax-cap>

Constitutional Tax Limit

- Limits the total amount that may be levied based on real property value.
- Filed 10 or more days before final budget adoption.
 - File adopted budget within 30 days of its adoption
 - <https://www.osc.state.ny.us/local-government/required-reporting/constitutional-tax-limits>

Foreign Fire Insurance Fund

- Annual Filing to OSC Required
 - Per GML, Fire companies, fire departments and benevolent associations which receive and use foreign fire insurance tax proceeds
 - Commonly referred to as “2% tax money”; must file an annual report of the receipts of expenditures and balances relating to such monies with our office.
- Please e-mail, fax or mail the report to:
 - afrfile@osc.ny.gov; DMU Unit

Tax Data Verification

- Reported by Counties to provide details for Town and City tax levies.
- Schedule of Real Property Taxes is reported in the Online Services Tax Data Verification (TDV) application.

Tax Data Verification

- The TDV data is used to populate our Real Property Tax Tables
 - Data is used for OSC posts real property tax levies, taxable full values and full value tax rates on our website.
- Used for CTL & Tax Cap reviews
- Used for Constitutional Debt Limit calculation
<https://www.osc.state.ny.us/localgov/finreporting/taxdataverification.htm>

Other Interim Reports

- Monthly Supervisor's Report (Towns)
 - Cash Receipts & Disbursements (TL\$27[1])
- Bank Reconciliations
 - Accompanied by statement & canceled checks
- Abstracts with Actual Bills to be Paid
 - Accompanied by **ALL** supporting documentation

Other Interim Reports

- Construction
 - Status of current capital projects
 - Cost to date compared to project budget
- Procurement
 - Purchase order issued/ contracts entered into
- Personnel Report
 - Review of staff levels
 - Vacancies

Other Interim Reports

- Except where otherwise noted, the Board is responsible for setting the amount of detail and the types of recommended reports they require; as well as the frequency for receiving the reports.
- It is the responsibility of Management to ensure the reports are delivered to the Board on time and are accurate.

Resources

- Resources for Local Officials:
<https://www.osc.state.ny.us/local-government/resources/resources-local-officials>
- OSC Required Reporting:
<https://www.osc.state.ny.us/local-government/required-reporting>
- Justice Court Fund -Electronic Filing
<https://nysosc9.osc.state.ny.us/product/CFIR.nsf/Welcome?OpenForm>
- Property Tax Cap/Tax Cap Compliance
<http://osc.state.ny.us/localgov/realprop/index.htm>
- Constitutional Tax Limit:
<https://www.osc.state.ny.us/local-government/required-reporting/constitutional-tax-limits>
- Tax Data Verification
<https://www.osc.state.ny.us/localgov/finreporting/taxdataverification.htm>

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Thank You



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