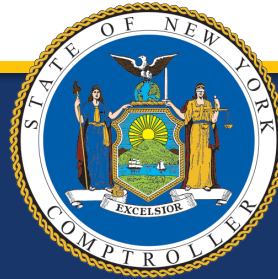


**Office of Operations'**  
**2024 Virtual Fall Conference**

# Reporting on Bank Accounts

Amanda Zibella, Bureau of State Accounting Operations  
Emad Ibrahim, Bureau of Financial Reporting and Oil Spill Remediation



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

# Agenda

- What Is a Sole Custody Bank Account?
- What Are Sole Custody Funds?
- Information Collected and Its Use
- Key Reporting Dates
- Using the Sole Custody Reporting Application
- Other Useful Information – Bank Reconciliations, Escheatment, Common Questions/Reporting Issues
- What Is an Advance Account?
- Opening, Reporting and Maintaining Advance Accounts



# What Is a Sole Custody Bank Account?

- Sole Custody Accounts – Overview
  - Pursuant to State Finance Law §106 - ALL monies received by any state officer or persons receiving moneys shall be deposited in a bank or trust company approved by the State Comptroller
  - A bank account may need to be opened and maintained by an agency for revenue collections, cash advances, or other authorized agency sole custody purposes
  - If an account is approved by the Bureau of State Accounting Operations – Cash Management Unit (BSAO – CMU), we will arrange for payment of banking services costs and collateralization of accounts with our banking partners

See GFO Chapter XIV, Section 4 – Agency Bank Accounts [XIV.4.A Agency Bank Accounts Overview](#) – [XIV. Special Procedures](#) | [Office of the New York State Comptroller \(ny.gov\)](#)



# 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.



# 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 Information Is Collected?

- Full bank account number and name of bank
- Yearly transactional data (in aggregate)
  - Transfers between sole custody accounts (deposits from and disbursements to)
  - NYS Treasury transactions – Funds received from NYS general checking account, funds sent to NYS Treasury via check or sweeps performed by OSC's Cash Management Unit
  - Other types of deposit and disbursements
- As of March 31
  - Bank account balance
    - Outstanding checks (checks which have not cleared the bank)
    - Deposits in transit (example, collected 3/31 but deposited on 4/2)
  - Investments
  - STIP balance



# Use of Sole Custody Data Collected

- Cash balances (bank, STIP, and investment) along with deposits and disbursements are reported annually in:
  - 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
    - Statement of Net Position
    - Balance Sheet
- Purpose, Revenue Sources, Disbursements, and Statutory Reference are included in the Fund Classification Manual (reviewed and updated annually)
  - <https://www.osc.state.ny.us/files/state-agencies/pdf/fund-classification-manual.pdf>



# 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.





# Sole Custody Reporting

## Accessing the Sole Custody Reporting Application

Office of the New York State Comptroller  
NYS Comptroller Thomas P. DiNapoli

Online Services

### Online Services

#### Login

User ID \*

Password \*

Login

#### Help Topics

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

#### Announcements

**Scheduled Maintenance - August 18, 2024**  
Due to scheduled maintenance, the online services system could be unavailable from 7am-10pm on Sunday, August 18, 2024 Thanks for your understanding.

**Monthly Outages on Sundays**  
The office of the State Comptroller has two monthly outages (1st and 3rd Sunday of every month) for maintenance that may affect applications on this site. Please make a note of our maintenance outages on the 1st and third Sundays. Thanks!

Online Services Applications



# Report Year Selection



New York State Comptroller  
THOMAS P. DiNAPOLI

Sole Custody Reporting

JUMP TO...

Report Year Selection

Dynamic Text

Maintenance

Contact Us

Resources

## Report Year Selection

Select desired reporting year.

Reporting Year	Status
2024	Open
2023	View Only
2022	View Only
2021	View Only
2020	View Only



New York State Comptroller  
THOMAS P. DiNAPOLI

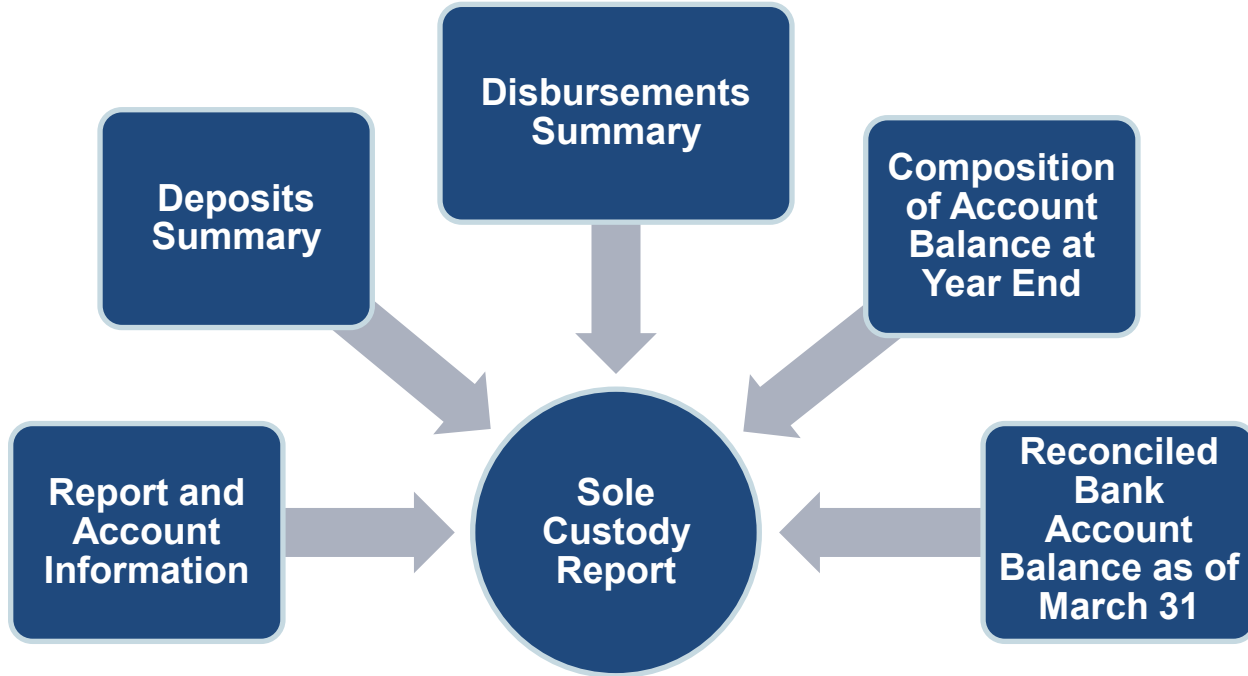
# Sole Custody Report Flow



## Report Status Flow



# Sole Custody Report Components



# Sole Custody Report Selection

New York State Comptroller  
THOMAS P. DiNAPOLI TEST

Sole Custody Reporting Apps Jonathan Golden

Year:  
2024

Reporting Entity:  
Department of Environmental Conservation

JUMP TO...

- Report Year Selection
- Reporting Entity Selection
- Report Selection**
- Dynamic Text
- Maintenance
- Contact Us
- Resources

## Report Selection

Reporting Entity	Not Started	Started	Ready For Review	OSC Review	Closed for Reporting Year	Total
Department of Environmental Conservation	34	0	0	0	0	34

Report Number	Report Name	Status
****0629	Lands & Forests-Lowville-Region 6	Not Started
****0630	Lands & Forests-New Paltz	Not Started
****2557	Lands & Forests-Herkimer	Not Started
****1389	Lands & Forests-Herkimer	Not Started
****0660	Lands & Forests-Warrensburg	Not Started



# Report Information

Preparers and Reviewers are asked to verify/update information on sole custody accounts, including the following:

- Report Name
- Report Number
- Statutory Reference
- Purpose
- Revenue Description (source)
- Disbursement Description (type of)



# Financial Instrument Report Information

Confirm the following – if any changes are needed, use the “Contact Us” link in the application:

- Account Name
- Bank Name
- Type of Account
- Account Number



Year:  
2024

Reporting Entity:  
Department of Environmental  
Conservation

Report Master Key:  
497

Report Name:  
Lands & Forests-Herkimer

Report Number:  
\*\*\*\*2557

Report Status:  
Not Started

JUMP TO...

Report Year Selection

Reporting Entity Selection

Report Selection

Report Home

SC Activities and Reconciliation

Dynamic Text

Maintenance

Contact Us

Resources

Data Extract

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Target balances do not equal.
  - Bank account balances need attention.

Go to...

Sole custody activities and reconciliation

This Report

Department Department of Environmental Conservation 3350430	Business Unit Environmental Conservation, Department of	Reporting Year 2024	Report Master Key 497	Report Master Status Active
--	--	------------------------	--------------------------	--------------------------------

Report Name [Click to Verify](#)

User defined - usually last 4 of account number

Report Number [Click to Verify](#)

\*\*\*\*2557

Financial Instruments

ID Number	Name	Institution	Type	Status
Full account number		Community Bank, N.A.	Checking	Open

Statutory Reference [Click to Verify](#)

User defined

Purpose [Click to Verify](#)

User defined

Revenue Description [Click to Verify](#)

User defined

Disbursement Description [Click to Verify](#)

User defined





# System Processing Screen

New York State Comptroller  
THOMAS P. DINAPOLI TEST

Sole Custody Reporting Apps Jonathan Golden

Year: 2021  
Reporting Entity: Department of Motor Vehicles  
Report Master Key: 606  
Report Name: Fiscal Mgmt-Title Escrow A/C  
Report Number: \*\*\*\*9783  
Report Status: Started

JUMP TO...  
Report Year Selection  
Report Selection  
**Report Home**  
SC Activities and Reconciliation  
Maintenance  
Contact Us  
Resources

To-Do List...  
 The Preparer must verify all report information on the Report Home.  
 The Preparer must complete the sole custody activities and reconciliation.  
 Target balances do not equal.  
 Bank account balances need attention.

Go to...  
[Sole custody activities and reconciliation](#)

This Report

Department	Business Unit	Reporting Year	Report Master Key	Report Master Status
Department of Motor Vehicles 3700317	Department of Motor Vehicles	2021	606	Active

Report Name [Click to Verify](#) Report Number [Verified \(click to edit\)](#)  
Fiscal Mgmt-Title Escrow A/C \*\*\*\*9783

Financial Instruments

ID Number	Name	Institution	Type	Status
9783		Wells Fargo	Checking	Open



# Adding a New Report

- When would you add a new report?
  - New account with new purpose
  - Previously unreported bank account

NOTE: Contact us if you are not sure whether to add a new report

**Do not add Advance Accounts or Petty Cash Accounts**



# Create New Report

New York State Comptroller  
THOMAS P. DINAPOLI TEST

Sole Custody Reporting

Year: 2021  
Reporting Entity: Office Of Employee Relations

JUMP TO...

- Report Year Selection
- Reporting Entity Selection
- Report Selection**
- Dynamic Text
- Maintenance
- Contact Us
- Resources
- Data Extract

### Report Selection

Reporting Entity	Not Started	Started	Ready For Review	OSC Review	Closed for Reporting Year	Total
Office Of Employee Relations	3	0	0	0	0	3

#### Report Selection


Report Number	Report Name	Status
****0528	Arbitrator Panel Administration	Not Started
****4514	Dependent Care Advantage	Not Started
****9-60	Dependent Care Advantage - 70066	Not Started

#### Report Year Dashboard

**Create Report**



# Creating a New Report

 **New York State Comptroller**  
**THOMAS P. DiNAPOLI** LOCAL

**Sole Custody Reporting**

Year:  
**2020**

Reporting Entity:  
**Wyoming Correctional Facility**

JUMP TO...

- Report Year Selection
- Reporting Entity Selection
- Report Selection
- Contact Us
- Glossary

## Report Page

**Report Information**

**Report Number**  
User defined - Suggest last 4 digits of the bank account number

**Report Name**  
User Defined

**Statutory Reference**  
Law that supports the purpose or revenue source

**Purpose**  
What the account is used for

**RevenueSource**  
Example: Fees

**DisbursementType**  
Example: transfers to the treasury fund 10050



Year:  
2021

Reporting Entity:  
Department of Motor Vehicles

Report Master Key:  
2022

Report Name:  
User defined

Report Number:  
User defined

Report Status:  
Not Started

JUMP TO...

Report Year Selection

Report Selection

**Report Home**

Maintenance

Contact Us

Resources

To-Do List... Go to...

- Create a financial instrument.
- The Preparer must verify all report information on the Report Home.

Nowhere to go yet. Take a look at the To-Do List.

This Report

Department	Business Unit	Reporting Year	Report Master Key	Report Master Status
Department of Motor Vehicles 3700317	Department of Motor Vehicles	2021	2022	Active

<b>Report Name</b> <a href="#">Click to Verify</a> User defined	<b>Report Number</b> <a href="#">Click to Verify</a> User defined
--	--

Financial Instruments

ID Number	Name	Institution	Type	Status
No Records Found				

<b>Statutory Reference</b> <a href="#">Click to Verify</a> Law that supports purpose or revenue source	<b>Purpose</b> <a href="#">Click to Verify</a> What is the account used for
---	--

<b>Revenue Description</b> <a href="#">Click to Verify</a> Example: Fees	<b>Disbursement Description</b> <a href="#">Click to Verify</a> Example: transfers to treasury fund 10050
---	--

Report Dashboard

Close this report after the reporting year ends [Create financial instrument](#)



# Creating a New Instrument

The screenshot displays the 'Sole Custody Reporting' interface. At the top, the header includes the New York State Comptroller's logo and name, 'THOMAS P. DiNAPOLI', with a 'TEST' indicator. The main navigation bar shows 'Sole Custody Reporting' and the user 'Jonathan G'. On the left, a sidebar lists report details: Year (2021), Reporting Entity (Department of Motor Vehicles), Report Master Key (2022), Report Name (User defined), Report Number (User defined), and Report Status (Not Started). Below this is a 'JUMP TO...' section with links for Report Year Selection, Report Selection, and Report Home. The main content area is titled 'Instrument' and contains a section for 'Instrument Information'. This section includes a descriptive paragraph: 'A financial instrument can be a bank account, investment account, SFS STIP investment fund (7xxxx) or information obtained from a financial statement. If you need to create a new instrument and do not see the institution name you need, contact OSC.' Below the text are four input fields: 'Instrument Id Number' (containing 'Full account number'), 'Institution' (a dropdown menu with 'Select a institution'), 'Instrument Name' (containing 'User defined'), and 'Instrument Type' (a dropdown menu with 'Choose One'). At the bottom of the form are 'Save' and 'Cancel' buttons.

New York State Comptroller  
THOMAS P. DiNAPOLI TEST

Sole Custody Reporting Apps Jonathan G

## Instrument

Instrument Information

A financial instrument can be a bank account, investment account, SFS STIP investment fund (7xxxx) or information obtained from a financial statement. If you need to create a new instrument and do not see the institution name you need, contact OSC.

Instrument Id Number  
Full account number

Institution  
Select a institution

Instrument Name  
User defined

Instrument Type  
Choose One

Save Cancel

Year:  
2021

Reporting Entity:  
Department of Motor Vehicles

Report Master Key:  
2022

Report Name:  
User defined

Report Number:  
User defined

Report Status:  
Not Started

JUMP TO...

Report Year Selection

Report Selection

Report Home



# Activating a New Instrument

New York State Comptroller  
THOMAS P. DiNAPOLI TEST

Sole Custody Reporting Apps Jonathan Golden

Year:  
2021

Reporting Entity:  
Department of Motor Vehicles

Report Master Key:  
2021

Report Name:  
Name that is meaningful to you

Report Number:  
This can be anything you want


Report Status:  
Not Started

## Instrument

Instrument Information

A financial instrument can be a bank account, investment account, SFS STIP investment fund (7xxx) or information obtained from a financial statement. If you need to create a new instrument and do not see the institution name you need, contact OSC.

[Activate](#) [Don't Activate](#)



Year:  
2021

Reporting Entity:  
Department of Motor Vehicles

Report Master Key:  
2022

Report Name:  
User defined

Report Number:  
User defined

Report Status:  
Started

JUMP TO...

Report Year Selection

Report Selection

**Report Home**

SC Activities and Reconciliation

Maintenance

Contact Us

Resources

## Report Home

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Bank account balances need attention.

Go to...

Sole custody activities and reconciliation

### This Report

Department Department of Motor Vehicles 3700317	Business Unit Department of Motor Vehicles	Reporting Year 2021	Report Master Key 2022	Report Master Status Active
--	---	------------------------	---------------------------	--------------------------------

Report Name [Verified \(click to edit\)](#)

User defined

Report Number [Verified \(click to edit\)](#)

User defined

### Financial Instruments

ID Number	Name	Institution	Type	Status
Full account number	User defined	NBT Bank	Savings	Open

Statutory Reference [Verified \(click to edit\)](#)

Purpose [Verified \(click to edit\)](#)

WICKET AJAX DEBU





Year:  
2021  
Reporting Entity:  
Department of Motor Vehicles  
Report Master Key:  
2022  
Report Name:  
User defined  
Report Number:  
User defined  
Report Status:  
Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

SC Activities and Reconciliation

Maintenance

Contact Us

Resources

## Report Home

### To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Bank account balances need attention.

Go to...

Sole custody activities and reconciliation

### This Report

Department	Business Unit	Reporting Year	Report Master Key	Report Master Status
Department of Motor Vehicles 3700317	Department of Motor Vehicles	2021	2022	Active

Report Name [Verified \(click to edit\)](#)

User defined

Report Number [Verified \(click to edit\)](#)

User defined

### Financial Instruments

ID Number	Name	Institution	Type	Status
Full account number	User defined	NBT Bank	Savings	Open

Statutory Reference [Verified \(click to edit\)](#)

Purpose [Verified \(click to edit\)](#)

WICKET AJAX DEBU



# Sole Custody Activities and Reconciliation

✓  
Total Book Balance  
0.00

✓  
Total Adjusted Book Balance  
0.00

✓  
Total Reconciled Bank Balance  
0.00

✓  
Ending Balance  
0.00

## To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Bank account balances need attention.

## Go to...

[Report Home](#)

[Sole custody activities and reconciliation](#)

## Deposits and Disbursements

- Adjustments to Opening Balance

### Deposit Summary

<input type="checkbox"/> Deposits from Other Sole Custody Reports	0.00
<input type="checkbox"/> Deposits from State Treasury	0.00
<input type="checkbox"/> Other Deposits	0.00
<input type="checkbox"/> Deposit Adjustments (Opening Balance)	0.00
<b>Total Deposits</b>	<b>0.00</b>

### Disbursement Summary

<input type="checkbox"/> Disbursements to Other Sole Custody Reports	0.00
<input type="checkbox"/> Disbursements to State Treasury	0.00
<input type="checkbox"/> Other Disbursements	0.00
<input type="checkbox"/> Disbursement Adjustments (Opening Balance)	0.00
<b>Total Disbursements</b>	<b>0.00</b>



# Sole Custody Activities and Reconciliation

✓  
Total Book Balance  
0.00

✓  
Total Adjusted Book Balance  
0.00

✓  
Total Reconciled Bank Balance  
0.00

✓  
Ending Balance  
0.00

## To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Bank account balances need attention.

Go to...

Report Home

Sole custody activities and reconciliation

Click here to go through each topic

## Deposits and Disbursements

Adjustments to Opening Balance

### Deposit Summary

<input type="checkbox"/> Deposits from Other Sole Custody Reports	0.00
<input type="checkbox"/> Deposits from State Treasury	0.00
<input type="checkbox"/> Other Deposits	0.00
<input type="checkbox"/> Deposit Adjustments (Opening Balance)	0.00
<b>Total Deposits</b>	<b>0.00</b>

Click "Blue Text" to enter a specific topic

### Disbursement Summary

<input type="checkbox"/> Disbursements to Other Sole Custody Reports	0.00
<input type="checkbox"/> Disbursements to State Treasury	0.00
<input type="checkbox"/> Other Disbursements	0.00
<input type="checkbox"/> Disbursement Adjustments (Opening Balance)	0.00
<b>Total Disbursements</b>	<b>0.00</b>



# Deposits/Disbursements Summary

## 1. Revenue Deposits/Disbursements from Other Sole Custody Report

- Revenues/disbursements paid from one sole custody account to another (including accounts in the custody of another agency).

## 2. Deposits from State Treasury/Disbursements to the Treasury

- Deposit from State Treasury – Any revenues received from the State's general checking bank account (example: OSC Cash Management transfers money to fund your sole custody bank account). Deposit amounts should be separately listed by SFS fund number.
- Disbursement to State Treasury – Any disbursement made to the State's general checking bank account (example: OSC Cash Management sweeps from your sole custody bank account). Disbursement amounts should be separately listed by SFS fund number. When determining the SFS fund, it should be the fund the money ultimately ends up in (example: a transfer to the State Treasury fund 10050, which is then allocated to fund 22311. Use fund 22311).

## 3. Other Deposits/Disbursements (not included above)

- Other revenues include interest, fees, fines, etc.
- Other disbursements include refunds, personal expenses of inmates and patients, etc.



# Sole Custody Activities and Reconciliation

## Sole Custody Activities and Reconciliation

✓ Total Book Balance 0.00	✓ Total Adjusted Book Balance 0.00	✓ Total Reconciled Bank Balance 0.00	✓ Ending Balance 0.00
---------------------------------	--	--	-----------------------------

Adjustments To Opening Balance

Sometimes errors to the prior year's report are detected later in the year. Use this section to report these. Positive adjustments will be added to the current year's deposits; negative adjustments will be added to the current year's disbursements.

Do you need to adjust your opening balance?  
 Yes  No

Close Next



## Sole Custody Activities and Reconciliation

✓  
Total Book Balance  
0.00

✓  
Total Adjusted Book Balance  
0.00

✓  
Total Reconciled Bank Balance  
0.00

✓  
Ending Balance  
0.00

### Deposits from Other Sole Custody Reports

Include deposits received from another sole custody bank account.

- Identify spending by sole custody bank account number and dollar amount(s) that the deposits were received from.
- Separate entries are required for deposits received from different sole custody accounts.
- For single bank account reports, your bank account is displayed. For multiple bank account reports, choose the one that applies. If multiple bank accounts exist for this report, transfers between them are NOT reported to avoid double counting.
- Select the instrument that the deposit came from. If the instrument is not listed, you can create the instrument. The sending department, bank account number and institution are needed.
- Amounts from the same account should be reported in total.

**IMPORTANT:** If multiple bank accounts are reported on one sole custody report, DO NOT INCLUDE deposit and disbursements between these accounts to avoid double counting.

Have you received any deposits from other sole custody accounts?

Yes  No

### Step 1

Note this is your sole custody account the deposit was received into.

NBT Bank  
Savings  
Full account number  
User defined

### Step 2

Select the sole custody account the deposit was received from.

Select Instrument

Can't find the Instrument you are looking for? [Create the Instrument here.](#)



## Sole Custody Activities and Reconciliation



Total Book Balance  
0.00



Total Adjusted Book Balance  
0.00



Total Reconciled Bank Balance  
0.00



Ending Balance  
0.00

### Deposits from State Treasury

Include deposits received from the State's General Checking bank account (example: OSC Cash Management transfers money to fund your sole custody bank account). Deposit amounts should be separately listed by SFS fund number. Amounts for the same fund should be reported in total.

Have you received any deposits from the NYS General Checking account?

Yes  No

### Step 1

Select the Fund the deposit was received from.

Select Fund

### Step 2

Enter the amount of the transaction.

0.00

### Step 3

Save the transaction.

Save

### Step 4

WICKET AJAX DEBL



# Sole Custody Activities and Reconciliation

✓ Total Book Balance 0.00      ✓ Total Adjusted Book Balance      ✓ Total Reconciled Bank Balance      ✓ Ending Balance 0.00

Deposits from State Treasury

Include deposits received from the State's General Fund. Deposits should be reported in total.

Have you received any deposits from the NYS General Fund?  
 Yes  No

**Step 1**  
Select the Fund the deposit was received from.

**Step 2**  
Enter the amount of the transaction.

**Step 3**

Fund Search

Fund Code       Fund Description

Showing 1 to 20 of 178  
<< < 1 2 3 4 5 6 7 8 9 > >>

Fund Code	Fund Description
10050	State Purposes Account
10500	Fringe Benefit Escrow Ac
10501	Indirect Cost - Fed
10502	Indirect Cost - Non Federal
10503	Social Security
10504	Retirement - Non-Federal
10505	Retirement - Federal Share

Items should be separately listed by SFS fund number. Amounts for the same fund should





## Sole Custody Activities and Reconciliation



Total Book Balance  
0.00



Total Adjusted Book Balance  
0.00



Total Reconciled Bank Balance  
0.00



Ending Balance  
0.00

### Other Deposits

Include other deposits not received from another sole custody bank account or from the State Treasury. Examples include interest, fees, fines, etc. Report this category by major revenue type.

Have you received any other deposits?

Yes  No

### Step 1

Enter the purpose of this transaction.

### Step 2

Enter the amount of the transaction.

### Step 3

Save the transaction.



New York State Comptroller  
THOMAS P. DINAPOLI TEST

Sole Custody Reporting Apps Jonathan Golden

Year:  
2021

Reporting Entity:  
Department of Motor Vehicles

Report Master Key:  
2022

Report Name:  
User defined

Report Number:  
User defined

Report Status:  
Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

**SC Activities and Reconciliation**

Maintenance

Contact Us

Resources

✘	Total Book Balance	0.00	✘	Total Adjusted Book Balance	0.00	✘	Total Reconciled Bank Balance	0.00	✔	Ending Balance	700.00
---	--------------------	------	---	-----------------------------	------	---	-------------------------------	------	---	----------------	--------

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Target balances do not equal.

Go to...

[Report Home](#)

[Sole custody activities and reconciliation](#)

### Deposits and Disbursements

Adjustments to Opening Balance

#### Deposit Summary

<input checked="" type="checkbox"/> Deposits from Other Sole Custody Reports	1,500.00
<input checked="" type="checkbox"/> Deposits from State Treasury	500.00
<input checked="" type="checkbox"/> Other Deposits	50.00
<input type="checkbox"/> Deposit Adjustments (Opening Balance)	0.00
<b>Total Deposits</b>	<b>2,050.00</b>

#### Disbursement Summary

<input checked="" type="checkbox"/> Disbursements to Other Sole Custody Reports	500.00
<input checked="" type="checkbox"/> Disbursements to State Treasury	750.00
<input checked="" type="checkbox"/> Other Disbursements	100.00
<input type="checkbox"/> Disbursement Adjustments (Opening Balance)	0.00
<b>Total Disbursements</b>	<b>1,350.00</b>

WICKET AJAX DEBUG



# Composition of Account Balance

The ending balance is comprised of three components:

## Current Cash Balance

- Prior year ending balance (3/31/xx)
- Plus deposits/revenue received in the fiscal year
- Less disbursements made during the year
- Plus or minus any adjustments, if applicable

## OSC Sole Custody Balance

- Cash invested in the Short Term Investment Pool (STIP)
- Fund numbers start with “7”
- Equals the fund’s ending balance on the NYGL0219 report for March 31<sup>st</sup> of the current fiscal year

## Investments

- Should be classified by category (government securities, corporate bonds, etc.)
- Information is reported in Note 2 of the Basic Financial Statements and Other Supplementary Information



## Composition of Account Balance and Account Reconciliation

The next three sections are for balancing of the book and bank balances as of March 31. The Total Book Balance, Total Adjusted Book Balance, and Total Reconciled Bank Balance must agree to the calculated Ending Balance.

### Calculation of Total Book Balance

<input type="checkbox"/> Ending Cash Balance	0.00
<input type="checkbox"/> Investments in STIP	0.00
<input type="checkbox"/> Investments	0.00
<input checked="" type="checkbox"/> Total Book Balance	0.00

### Calculation of Total Adjusted Book Balance

<input type="checkbox"/> Unreconciled Book Balance	0.00
<input type="checkbox"/> Bank Interest Not Recorded	0.00
<input type="checkbox"/> Adjustments To Book Balance	0.00
<input checked="" type="checkbox"/> Total Adjusted Book Balance	0.00

Please refer to Section XIV.4.C of the Guide to Financial Operations (GFO) for procedures for completing a bank reconciliation. This link will take you to the GFO <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XIV/4/C.htm>

### Calculation of Total Reconciled Bank Balance

<input type="checkbox"/> Bank Account Balances	0.00	▲
<input type="checkbox"/> Deposits In Transit	0.00	
<input type="checkbox"/> Outstanding Checks	0.00	
<input type="checkbox"/> Adjustments To Bank Balance	0.00	
Total Invested in STIP	0.00	
<input checked="" type="checkbox"/> Total Reconciled Bank Balance	0.00	

### Calculated Report Summary

Beginning Balance	0.00
Total Deposits	0.00



# Current Cash Balance

✓ Total Book Balance 0.00	✓ Total Adjusted Book Balance 0.00	✓ Total Reconciled Bank Balance 0.00	✓ Ending Balance 0.00
---------------------------------	---	---	-----------------------------

## Ending Cash Balance

Include all money associated with all bank accounts, as of March 31, except investments and SFS STIP investment funds (7xxx). Money associated with certificates of deposit should be included in the ending cash balance, not investments.

Do you have an ending cash balance to report?

Yes  No

Ending Cash Balance

Close

Save and Close

Previous

Next



# Investments in STIP



**Total Book Balance**  
0.00



**Total Adjusted Book Balance**  
0.00



**Total Reconciled Bank Balance**  
0.00



**Ending Balance**  
0.00

## Investments in STIP

Represents money in SFS invested in STIP and should equal the ending cash balance on the NYGL0219 report (Fund Cash Balance after Check Writing) as of March 31. These are the SFS fund numbers starting with a 7.

Do you have STIP Investments?

Yes  No

SFS STIP investment Fund (7xxxx)

Choose One



Investments in STIP

Note the information reported here will also populate the Bank Reconciliation Section for SFS STIP investment fund.



## Sole Custody Activities and Reconciliation



**Total Book Balance**  
0.00



**Total Adjusted Book  
Balance**  
0.00



**Total Reconciled Bank  
Balance**  
0.00



**Ending Balance**  
0.00

### Investments

If your report has no investments associated with it, select No and click the Next button. If your report has an investment associated with it, select Yes and click the Add Investment button and continue to the Investment Details page. After each Investment Type is selected and the Investment Details page is complete, the Investment Type, Fair Value Amount, and Status will be shown below. If the Status is Out of Balance, the Investment Details page must be updated. Click on the Edit button, then review each reporting category. HINT: Make sure each reporting category has a green checkmark at the top after entering all relevant information. When all Investments are entered and the Status is In Balance for each Investment Type, click the Next button.

Do you have investments to report?

Yes  No

Add Investment

Close

Previous

Next



## Sole Custody Activities and Reconciliation

✓ Total Book Balance 700.00	✗ Total Adjusted Book Balance 0.00	✗ Total Reconciled Bank Balance 100.00	✓ Ending Balance 700.00
-----------------------------------	--	--	-------------------------------

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Target balances do not equal.

Go to...

[Report Home](#)

[Sole custody activities and reconciliation](#)

### Composition of Account Balance and Account Reconciliation

The next three sections are for balancing of the book and bank balances as of March 31. The Total Book Balance, Total Adjusted Book Balance, and Total Reconciled Bank Balance must agree to the calculated Ending Balance.

#### Calculation of Total Book Balance

<input checked="" type="checkbox"/> Ending Cash Balance	500.00
<input checked="" type="checkbox"/> Investments in STIP	100.00
<input checked="" type="checkbox"/> Investments	100.00
✓ Total Book Balance	700.00





# Components of Total Adjusted Book Balance

## Unreconciled Book Balance

- Book balance per agency/department ledger (QuickBooks, Excel spreadsheet, etc.)

## Bank Interest Not Recorded

- Interest earned as of March 31, but not recorded in the agency/department ledger

## Adjustments to Book Balance

- Transactions not included in the book balance incurred as of March 31
- Example includes returned check deposit not recorded



# Unreconciled Book Balance



**Total Book Balance**  
0.00



**Total Adjusted Book  
Balance**  
0.00



**Total Reconciled Bank  
Balance**  
0.00



**Ending Balance**  
0.00

## Unreconciled Book Balance

Include the report's book balance as of March 31 before final adjustments. It should include all money associated with all bank accounts, investments and SFS STIP investment fund (7xxxx).

Do you have an unreconciled book balance?

Yes  No

Unreconciled Book Balance

Close

Save and Close

Previous

Next



# Bank Interest Not Recorded

## Sole Custody Activities and Reconciliation



Total Book Balance  
0.00



Total Adjusted Book  
Balance  
0.00



Total Reconciled Bank  
Balance  
0.00



Ending Balance  
0.00

### Bank Interest Not Recorded

Include interest earned as of March 31 not included in the Unreconciled Book Balance.

Do you have any bank interest that has not been recorded?

Yes  No

Close

Save and Close

Previous

Next



# Sole Custody Activities and Reconciliation



**Total Book Balance**  
0.00



**Total Adjusted Book Balance**  
0.00



**Total Reconciled Bank Balance**  
0.00



**Ending Balance**  
0.00

## Adjustments To Book Balance

Include other transactions not included in the Unreconciled Book Balance incurred as of March 31. Examples include returned check deposit not recorded.

Do you have book balance adjustments?

Yes  No

### Adjustments To Book Balance

### Reason

Close

Save and Close

Previous

Next



## Sole Custody Activities and Reconciliation



Total Book Balance  
700.00



Total Adjusted Book Balance  
700.00



Total Reconciled Bank Balance  
100.00



Ending Balance  
700.00

### To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
  - Target balances do not equal.

### Go to...

Report Home

Sole custody activities and reconciliation

### Calculation of Total Adjusted Book Balance

<input checked="" type="checkbox"/> Unreconciled Book Balance	650.00
<input checked="" type="checkbox"/> Bank Interest Not Recorded	50.00
<input type="checkbox"/> Adjustments To Book Balance	0.00
<input checked="" type="checkbox"/> Total Adjusted Book Balance	700.00

Please refer to Section XIV.4.C of the Guide to Financial Operations (GFO) for procedures for completing a bank reconciliation. This link will take you to the GFO <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XIV/4/C.htm>



# Components of Reconciled Bank Balance

## Bank Account Balances

- Balance per bank statement as of March 31

## Deposits in Transit

- Funds collected on or before March 31, but not deposited in bank until April 1 or later

## Outstanding Checks

- Checks issued on or before March 31, but not paid by the bank

## Adjustments to Bank Balance

- Book-to-bank reconciling items except deposits in transit and outstanding checks



# Bank Account Balance



**Total Book Balance**  
0.00



**Total Adjusted Book Balance**  
0.00



**Total Reconciled Bank Balance**  
0.00



**Ending Balance**  
0.00

## Bank Account Balances

Enter the March 31 balance per the bank statement for all bank accounts, including investment accounts and certificates of deposit associated with this report.

Instrument Name	Instrument Number	Institution Name	Bank Balance	Instrument Status
User defined	Full account number	NBT Bank	<input type="text"/>	Open

Bank Account Balances

0.00

Close

Save and Close

Previous

Next



New York State Comptroller  
**THOMAS P. DiNAPOLI**

# Deposits in Transit



Total Book Balance  
0.00



Total Adjusted Book  
Balance  
0.00



Total Reconciled Bank  
Balance  
0.00



Ending Balance  
0.00

## Deposits In Transit

Report deposits included in the book balance, but not reflected at the bank.

Do you currently have any deposits in transit?

Yes  No

Deposits In Transit





# Outstanding Checks



**Total Book Balance**  
0.00



**Total Adjusted Book  
Balance**  
0.00



**Total Reconciled Bank  
Balance**  
0.00



**Ending Balance**  
0.00

## Outstanding Checks

Include the amount of checks issued as of March 31, but not paid by the bank.

Do you currently have any outstanding checks?

Yes  No

Outstanding Checks

Close

Save and Close

Previous

Next



New York State Comptroller  
**THOMAS P. DiNAPOLI**

## Sole Custody Activities and Reconciliation

✓ Total Book Balance 700.00	✓ Total Adjusted Book Balance 700.00	✓ Total Reconciled Bank Balance 700.00	✓ Ending Balance 700.00
-----------------------------------	--	--	-------------------------------

### To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
- The Preparer must finalize their work; mark report ready for review.

### Go to...

Report Home

Sole custody activities and reconciliation

Finalize

### Calculation of Total Reconciled Bank Balance

<input checked="" type="checkbox"/> Bank Account Balances	550.00
<input checked="" type="checkbox"/> Deposits In Transit	300.00
<input checked="" type="checkbox"/> Outstanding Checks	250.00
<input type="checkbox"/> Adjustments To Bank Balance	0.00
Total Invested in STIP	100.00
✓ Total Reconciled Bank Balance	700.00



# Attaching Supporting Documents



Total Book Balance  
0.00



Total Adjusted Book  
Balance  
0.00



Total Reconciled Bank  
Balance  
0.00



Ending Balance  
0.00

## Attachments

### Step 1

Attach bank statement(s) and bank reconciliation as of March 31. Also attach a list of deposits in transit and outstanding checks (if applicable).

No file chosen

### Step 2

Save the attachment.

### Current Document List

Attachment Name

Action



Year:  
2021  
Reporting Entity:  
Department of Motor Vehicles  
Report Master Key:  
2022  
Report Name:  
User defined  
Report Number:  
User defined  
Report Status:  
Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

SC Activities and Reconciliation

Maintenance

Contact Us

Resources

## Sole Custody Activities and Reconciliation

✓  
Total Book Balance  
700.00

✓  
Total Adjusted Book Balance  
700.00

### Report Review

#### Prepared By

Preparer User ID  
SCDMVTESTJG

Preparer Name

Jonathan Golden

Preparer Phone Number

(518) 474-6019

Preparer Email

jgolden@osc.ny.gov

Preparation of this report is complete. This report is ready for review.

#### Reviewed By

Reviewer User ID

Reviewer Name

Reviewer Phone Number

Reviewer Email

Review of this report is complete. This report is ready for submission to OSC.



# After Preparer Finalizes Report

## Report Home

Indicates the report is ready for the Reviewer

### To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
- The Preparer must finalize their work; mark report ready for review.
- The Reviewer must finalize their work; review and submit report to OSC.

Go to...

Sole custody activities and reconciliation

Finalize

### Statutory Reference

Law that supports purpose or revenue source

### Revenue Description

Example: Fees

If sole custody account is no longer needed and is closed, click here

If the preparer realizes a change is needed after selecting "Finalize," click here

### Report Dashboard

Close this report after the reporting year

Return this report to Started status



# Additional Agency Responsibilities

- Monthly bank account reconciliations
  - To be filed with Commissioner of Taxation and Finance within 7 days of the succeeding month.
    - See the *Guide to Financial Operations*  
XIV.4.C Bank Account Reporting and Reconciliations  
(<https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Default.htm>)
- Recordkeeping
- Escheatment of uncashed checks



# Bank Reconciliations

- Sole custody bank accounts must be reconciled (by the custodial agency) on a monthly basis.
- Reconciliations should be completed within 5 to 7 days after month-end and reviewed by management.
- Documentation of reconciliation and review must be retained.



# Bank Reconciliation Components

<b>Bank Balance at Month End</b>	<b>\$ 1,000.00</b>
+ Deposits in transit	50.00
- Outstanding checks	100.00
+/- Other adjustments	20.00
<b>Reconciled Bank Balance</b>	<b>\$ 970.00</b>





# Things to Consider

- Report consolidation, if possible
  - STIP Funds and the related bank account – possibly could be one report instead of two reports
  - Multiple instruments having the same fund and purpose – possibly could be reported on one report instead of multiple reports

Ask us if you would like to know if report consolidation would work for you



# 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



# Common Sole Custody Questions

Q: What if my beginning balance is wrong?

A: The beginning/opening balance cannot be changed. Please use the ‘Adjustments to Opening Balance’ option. A positive adjustment will increase deposits and a negative adjustment will increase disbursements; an explanation for the adjustment is required.

Q: Do I have to file a sole custody report for an account that was closed?

A: Reports must be filed for an account that was closed in the fiscal year being reported. A sole custody account cannot be closed if the ending balance is not zero. If you did not click “Close this report after the reporting year” when finalizing the prior year’s report, it will remain open, and you must file a sole custody report.



# Sole Custody Resources

Link to Sole Custody Resources Page

<https://www.osc.state.ny.us/state-agencies/guidance/sole-custody-reporting>



New York State Comptroller  
**THOMAS P. DiNAPOLI**

# What is a Cash Advance Account?

- Authorized by Section 115 of the State Finance Law
- Established from money appropriated to the agency
- Special Use Vendor ID required (requested through the Vendor Management Unit)
- Operated on the imprest basis, i.e. the fund is replenished for the exact amount of the expenditures reported

See GFO Chapter VII, Section 10 – Cash Advances - [VII.10.A Cash Advance Overview – VII. State Revenues and Appropriated Loan Receivables | Office of the New York State Comptroller \(ny.gov\)](#)



# Opening an Advance Account

- A written request for an advance should be submitted by the agency's Chief Fiscal Officer to OSC's Bureau of State Accounting Operations (BSAO) Cash Management Unit via email to [cashadvance@osc.ny.gov](mailto:cashadvance@osc.ny.gov).
- The justification for the amount requested may include, but is not limited to, the following information:
  - A six-month analysis of vouchers previously paid by OSC which could have been paid from a cash advance account if it were in existence at the time. For example:
    - Number of vouchers and total dollar value of vendor claims paid under \$250.
    - Confidential investigation payments.
    - Other special purchase payments.
- The agency will be notified via email whether the request is approved or denied.

[See GFO Chapter VII, Section 10 – Cash Advances – VII.10.B Establishing and Increasing a Cash Advance – VII. State Revenues and Appropriated Loan Receivables | Office of the New York State Comptroller \(ny.gov\)](#)



# Cash Advance Account Transactions and Helpful Queries

## Increase/Decrease Advance Transactions

- Special Cash Advance expenditure accounts used **ONLY** to increase/reduce advance amount (59001-59005) or to reduce advances charged against a lapsed appropriation (32209-32213)
- NY\_AP\_CASHADV\_AUTHORIZED\_LIMIT public query in the SFS

## Advance Replenishment Transactions

- Non-Personal Service account codes should be used on all replenishment vouchers
- NY\_AP\_CASHADV\_REPLENISHMENT public query in the SFS

See GFO Chapter VII, Section 10 – Cash Advances [-VII.10.F Cash Advance Reconciliations and Annual Confirmation – VII. State Revenues and Appropriated Loan Receivables | Office of the New York State Comptroller \(ny.gov\)](#)



# Reporting Cash Advance Accounts

- Advance accounts must be reconciled monthly to comply with State Finance Law Section 107
- All Cash Advances should be maintained in a consolidated bank account, in the name of the Agency, titled “Agency Advance Account”
- Annual confirmation and reconciliation request sent to agencies in April and must be returned promptly with requested backup
- Any cash shortages are the responsibility of the custodian in charge of the advance and must be reported to OSC immediately

See GFO Chapter VII, Section 10 – Cash Advances - [VII.10.F Cash Advance Reconciliations and Annual Confirmation – VII. State Revenues and Appropriated Loan Receivables | Office of the New York State Comptroller \(ny.gov\)](#)





# Reducing Cash Advance Accounts

OSC reviews cash advance activity and we encourage agencies to reduce the balances and activity in their advance accounts by:

- Using purchasing cards (P-cards) instead of Petty Cash advances
- Using travel cards (T-cards) instead of Travel advances
- Using SFS functionality to make payroll corrections via check when possible
- Utilizing expense reports for employee reimbursable expenses
- Reviewing appropriate funding levels for advances that are still needed and reduce the advance to the necessary amount
- Returning advance funds and closing bank accounts when there has been no activity within the past year.

See GFO Chapter VII, Section 10 – Cash Advances [VII.10.C Reducing a Cash Advance – VII. State Revenues and Appropriated Loan Receivables | Office of the New York State Comptroller \(ny.gov\)](#)



# Contact

Emad Ibrahim: [eibrahim@osc.ny.gov](mailto:eibrahim@osc.ny.gov)

Amanda Zibella: [azibella@osc.ny.gov](mailto:azibella@osc.ny.gov)

